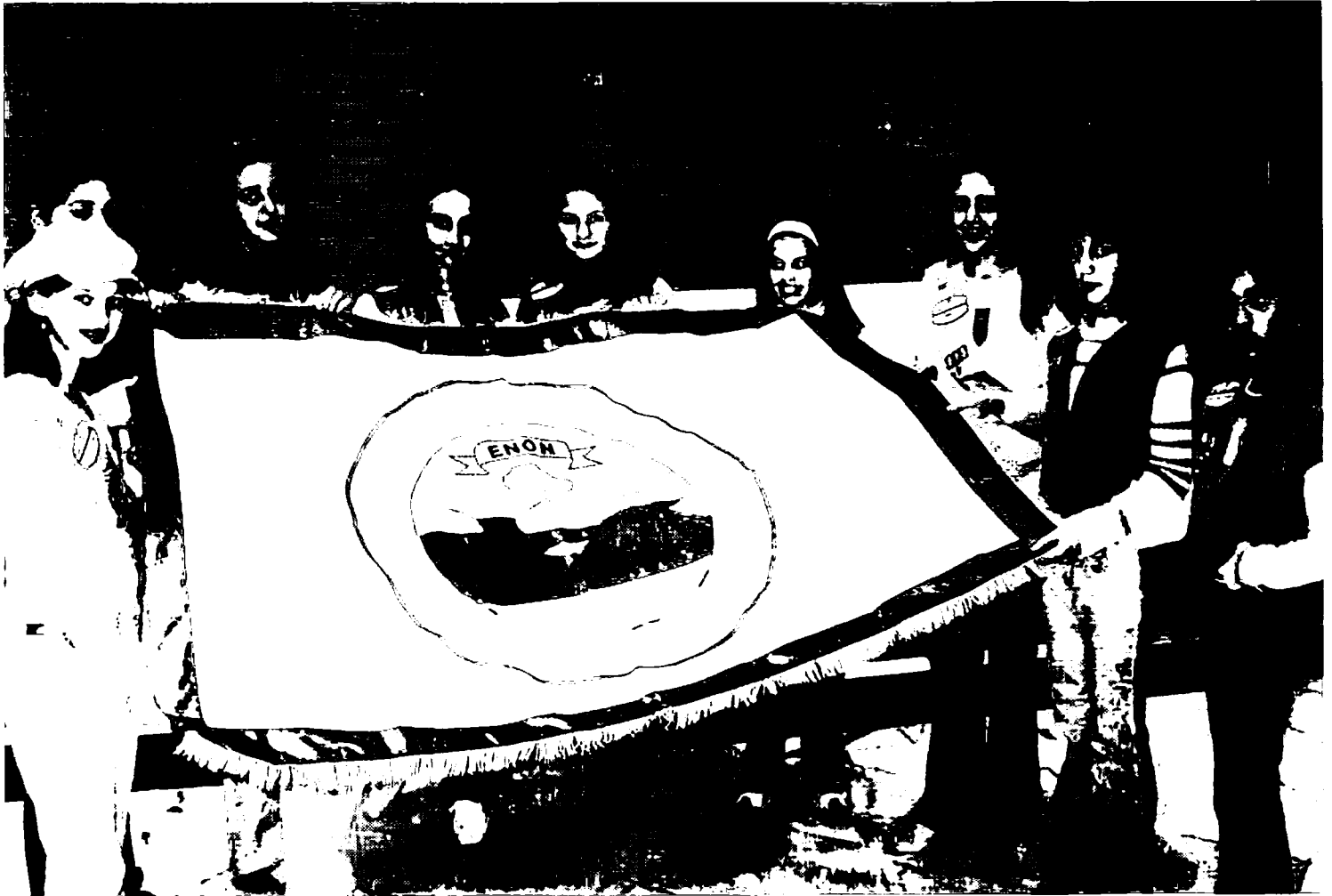


TOWN OF WENHAM



2004
ANNUAL TOWN REPORT
PART 1

TOWN REPORTS

PART I

2004

To all the citizens of Wenham:

Your Board of Selectmen is pleased to submit this report of our Town's activities in 2004, the twenty-fourth year under Proposition 2 ½ and the fifth of the new millennium.

The Annual Town Meeting will be held on **Saturday, May 7, 2005**. The Warrant for this meeting along with the recommendations of the Finance and Advisory Committee and this Board, will be found in the separate booklet, Part II. We hope you will study it before the hearing on the budget, which will be held at **Buker School on Monday, May 2, 2005 at 7:30 P.M.** We trust you will give this budget your consideration and come to the meetings prepared to participate actively in our deliberations.

DONALD PICKARD, Chairman
THOMAS TANOUS
PETER HERSEE

Cover Photo: Town of Wenham Flag Dedication – January 12, 2005
Hall of Flags – Massachusetts State House
Girl Scouts of Troop 615

ANNUAL REPORT



**BOARD OF SELECTMEN
THOMAS TANOUS, CHAIRMAN DONALD PICKARD, PETER HERSEE**

**REPORT OF TOWN CLERK
REPORTS OF TOWN BOARDS,
DEPARTMENTS, COMMISSIONS, AND COMMITTEES
FOR THE YEAR ENDING DECEMBER 31, 2004**

ELECTED TOWN OFFICIALS 2004 – 2005

MODERATOR

Paul D. Weaver (2005)

TOWN CLERK

Frances Harte Young (2005)

SELECTMEN

Donald J. Pickard (2006)

Peter A. Hersee, (2005)

Thomas Tanous (2007)

ASSESSORS

John O. Wilhelm, Jr., Chairman (2005)

Paul E. Mendonca (2007)

John D. McCrae (2006) resigned

Sean W. Condon (2005) appointed

CEMETERY COMMISSIONERS

Dorothy D. Maciejowski, Chairman (2005)

Dana P. Bagnell (2006)

Charles A. Brigham (2007)

BOARD OF HEALTH

Dr. Miguel A. Martinez, Chairman (2007)

Alfred A. Wagner (2006) deceased

Gerald T. Donnellan (2005) appointed

Dorothy D. Maciejowski (2005)

WENHAM HOUSING AUTHORITY

Marcia A. Molay, Chair. (State Appointee)

Elizabeth A. Armington, (2009)

Phyllis L. Sullivan (2007)

James J. Stelling (2008)

Marion D'Ambrosio (2006)

TREE WARDEN

A. Winslow Dodge (2005)

HAMILTON-WENHAM

LIBRARY TRUSTEES

Doris Gallant (2007) Wenham

Blanche E. Day (2005) Hamilton

Wendy Waller Daynes (2005) Wenham

Kevin Sperry (2007) Hamilton

Annette Janes (2006) at large

Elizabeth Stanton (2006) at large

PLANNING BOARD

David E. Geikie, Chairman (2008)

Donald J. Killam, Jr. (2005)

Virginia L. Rogers (2007)

Gretchen W. Roorbach (2006)

Ernest S. Dodge (2009)

REGIONAL SCHOOL DISTRICT

Nancy A. Morse, Chairman (2006)

William Patten (2006)

Catherine A. Harrison (2005)

Denise Bisailon (2007)

Elaine M. Carey (2006)

Donald E. Gallant (2007)

William F. Martin (2005)

Richard L. Boroff (2005).

Lisa Gaquin (2007)

WATER COMMISSIONERS

Richard K. Quateman, Chairman (2005)

Richard M. Carnevale (2006) appointed

Benjamin B. Tymann (2007)

ELECTED STATE AND NATIONAL SENATORS AND REPRESENTATIVES

MASSACHUSETTS GENERAL COURT

Representative (4th Essex District)

Bradford Hill

Senator (1st. Essex & Middlesex District)

Bruce E. Tarr

UNITED STATES CONGRESS

Representative (6th District)

John F. Tierney

Senators

Edward M. Kennedy

John F. Kerry



Civil War Monument

TOWN OFFICERS APPOINTED 2004 - 2005

TOWN ADMINISTRATOR

Jeffrey A. Chelgren

TOWN ADMINISTRATOR OFFICE

Nichole Hagstrom

TOWN ACCOUNTANT

Richard Viscay

TREASURER/COLLECTOR

Clarida M. Cote, Acting

ASST. TREASURER/COLLECTOR

Sarah F. Johnson, Acting

ASSESSOR'S ASSISTANTS

Stephen Gasperoni

Shirley Cashman

DIRECTOR OF PUBLIC WORKS

Daniel Lynch

SUPERINTENDENT OF WATER

Bruce D. Blanchard

SUPERINTENDENT OF MOTH WORK

A. Winslow Dodge

PERMITTING OFFICE

Kathleen Teel

INSPECTOR OF BUILDINGS

Charles Brett

OIL BURNER INSPECTOR

Jeffrey Baxter

PLUMBING AND GAS INSPECTOR

William Thomas

INSPECTOR OF WIRES

Robert B. Brown, Jr.

TOWN COUNSEL

Paul D. Weaver

ADA COORDINATOR

Bruce D. Blanchard

AGENT FOR BOARD OF HEALTH

John Jacobi

BURIAL AGENT

John A. Pews

SURVEYOR OF LUMBER AND MEASURER OF WOOD AND BARK

Harold W. Boothroyd

DESIGNEE TO WATERSHED DISTRICT

Bruce D. Blanchard

FINANCE AND ADVISORY COMMITTEE

Lawrence Swartz, Chairman (2006)

David Bonnette (2005)

Scott Spearing (2005)

Scott B. Mackintosh (2007)

Deborah H. Evans (2007)

Henry H. Wieman (2006)

BOARD OF ZONING APPEALS

James R. Westra, Chairman (2007)

Jonathan A. Stringer (2005)

Anthony M. Feeherry (2006)

Associate Members

Francis J. McNamara III

Timothy Mansfield

LONG RANGE PLANNING COMMITTEE

James Q. Purdy, Chairman

Richard E. Quinn, Jr.

Douglas Hall

Cynthia McCue

Eleanor Thompson

Donald Bannon

CONSERVATION COMMISSION

Patrick Wilson, Chairman (2005)

Leo Maestranzi (2006)

Roland Bonnette (2006)

Robert Burnett (2007)

Malcolm Reid (2007)

Philip Colarusso (2007)

Kenneth Whittaker (2005)

Geralyn Falco, Coordinator

IRON RAIL COMMISSION

Charles J. Thibeault, Chairman (2005)

William P. Hidden (2007)

A. Winslow Dodge (2006)

Tara Rand (2006)

James Perkins (2007)

HISTORIC DISTRICT COMMISSION

Alton Klebe, Chairman (2006)

Dana Bagnell (2005)

William Anderson (2005)

Robert Corcoran (2006)

Jennifer Tymann (2007)

Linda Ahearn (2006)

David Mehlin (2007)

WISSH

Susan M. Harnisch, Chairman
Albert Win Dodge
Jack Hauck
Sue Bannon
Donald Killam
William MacKenzie
Ann Mulry Shaw
Thomas Tanous
Calvin M. Perkins
Donald F. Luxton

COUNCIL ON AGING

Jack Hauck, Chairman (2007)
Sue Bannon (2005)
Barbara Black (2006)
Jane Richardson (2006)
Kit Richardson (2007)
Lucille Lynch (2007)
Helen Gonsiorowski (2005)
Gladys Robertson (2005)
Merle E. Welsh (2006)
Jean Marchant (2005)

COUNCIL ON AGING OUTREACH
COORDINATOR

Trudy L. Reid

BICYCLE & PEDESTRIAN ADVISORY
COMMITTEE

Frances deLacvivier, Chairman
Tisha Charman
Win Dodge
Mary Hull
Betsey Miller
Laura Carrigan
Susan Quateman
Moiria Riccio
Conrad Willeman
Sue Evans
Lauren Prior

FENCE VIEWERS

Peter A. Hersee
Donald Pickard
Thomas Tanous

BOARD OF ELECTION REGISTRARS

Trudy L. Reid (2006)
Janice H. Merry (2005)
Frances H. Young, Registrar Ex Officio

ELECTION WARDEN

Phyllis L. Sullivan

ELECTION OFFICERS

Elizabeth A. Armington
Bryan J. Armington
Michelle Lanae Bailey
Polly B. Beyer
Barbara R. Black
Margaret W. Bode
Linda J. Brown
Nancy A. Brown
George W. Cuff, Jr.
Marion D. D'Ambrosio
Agnes F. Dawson
Juliana F. Dodge
Marilyn E. Flynn
Doris L. Gallant
Stephen B. Gasperoni
Monique B. Greilich
Sarah F. Johnson
Carol E. Kelley
David F. Lund
Jo-Ann F. Lund
Lucille G. Lynch
Dorothy D. Maciejowski
Jean C. Marchant
Cynthia B. McCue
A. Homer McCue
Paul E. Mendonca
Debra A. Morong
Jane Richardson
Ruth V. Stevens
Lauren M. Swartz
Mary E. Wedgwood

POLICE MATRONS

Susan Hersee
Laura Wheatley
Cynthia Shaw
Caroline Wilichoski
Judy Fastino
Beatrice Silva

DIRECTOR OF EMERGENCY MANAGEMENT

William F. MacKenzie

DEPUTY DIRECTOR OF EMERGENCY
MANAGEMENT

Robert Blanchard

EMERGENCY CENTER OPERATIONS BOARD

Peter A. Hersee, Wenham
Daniel Lynch, Wenham
William F. MacKenzie, Jr., Wenham
Calvin M. Perkins, Wenham
Anne-Marie Cullen, Hamilton
Walter Cullen, Hamilton
Philip Stevens, Hamilton
Steven Kenney, Hamilton

ANIMAL CONTROL OFFICER

Carol Larocque

ANIMAL INSPECTOR

Anne Jackman

INDIGINOUS ANIMAL CONTROL

Stephen Kavanagh

POLICE

William F. MacKenzie, Jr., Chief
Kenneth M. Walsh, Deputy Chief
Lawrence E. Kavanagh, Lt.
James W. Foley, Lt.
Officer David J. Doyle
Officer Donald Woodbury
Officer Jeffrey W. Tobey
Officer Thomas C. Perkins
Officer Mark Fraser
Officer Jonathan B. Gray

Susan M. Hersee, Secretary
Mark Fraser, Keeper of the Lock-up
Brent Morong, Constable
Paul Mendonca, Constable
Dean Pedersen, Chaplain

RESERVE POLICE OFFICERS

Sr. Reserve Officer William J. Foley
Sr. Reserve Officer Michael F. Perry
Sr. Reserve Officer Timothy H. Ingraham
Sr. Reserve Officer Paul B. Rideout
Sr. Reserve Officer Christopher Machain
Sr. Reserve Officer Richard Sherry
Sr. Reserve Officer James P. Rodden
Sr. Reserve Officer Matthew Almeida
Sr. Reserve Officer Eric Clarizia
Sr. Reserve Officer Stanley T. Trocki, Jr.
Sr. Reserve Officer Brent T. Morong
Sr. Reserve Officer Robert C. Breaker
Basic Reserve Officer Ryan W. Davis
Basic Reserve Officer Brian J. Pratt

AUXILIARY POLICE OFFICERS

Ryan Davis
Brian Pratt
Brian Bibeau
Michael Mscisz
Steven Trocki
Robert Rawston

FIRE DEPARTMENT

Calvin M. Perkins, Chief
Robert A. Blanchard, Deputy Chief
Stephen Kavanagh, Acting Fire Captain
Robert Brown, Lieutenant
Eric Fowler, Lieutenant
Thomas Raymond, Lieutenant
Daniel Sullivan, Lieutenant
Jeffrey Baxter, Fire Prevention Officer
Jeffrey A. O'Brien, Senior Firefighter
Richard Bertone
Michael Binns
Kenneth Burke
Thomas Churches
Joseph Cloutier
Christopher Colby
Thomas Curran
Francis Eldridge
Mark Gates
Brian Headley
Christopher Jones
Michael Jones
William Jones
Eric Johnson
John Joyce
Michael Lawler
Walter Leszczynski Sr.
Walter Leszczynski, Jr.
Kevin MacDonald
William Pantos
John Pews
David Raymond
Andrew Reardon
Brad Saunders
Richard Sweeney
Michael Symes
Leonard Tuneburg
Robert Viel
William Wildes

HAMILTON-WENHAM LIBRARY

James McShane, Director (resigned)
Diane Barrett
Elizabeth Craig-McCormack
Nancy Day
Jeannine Curtis
Karen D'Ambrosio
Lorraine Der
Julie Preston
William Devitt
Suzanne Liacos-Dix
Elizabeth Bellucci
Brett Debose
Janet Dykstra
Kelly Flynn
Josh Lear
David Lindsay, Jr.

HAMILTON-WENHAM CULTURAL COUNCIL

Joanne Jones, Co-Chair, Wenham (2005)
Margaret Crossan, Wenham (2005)
Helen Ribet, Wenham (2005)
Theresa Weinheimer, Wenham (2005)
Chris Eaton, Co-Chair, Hamilton
Sara DelRio, Hamilton
Mary Anne Ciriello, Hamilton
Mary Jo Favazzo, Hamilton
Meredith Gisness, Hamilton

HAMILTON-WENHAM JOINT RECREATION

Robert Kerrigan, Chairman, Wenham (2007)
Renee L. MacDonald, Wenham (2005)
David Parry, Hamilton
Adam Teal, Hamilton
Denis Curran, Jr. Wenham (2006)
Lindle Willnow, Hamilton
Maggie Whitesell, Director

HAMILTON-WENHAM TECHNOLOGY COMMITTEE

Bill Furber, Chairman, Wenham
Tom Bishop, Wenham
Jeff Ham, Wenham
Margaret Whittaker, Wenham
Dick Hewitt, Hamilton
Chuck Rogal, Hamilton
Tom Cannon, Hamilton

MAPC

Theodore Wadsworth (2006)

MBTA

Don Costin (2005)

NORTH SHORE TECHNICAL HIGH SCHOOL

William O. Nichols

EASTERN ESSEX DISTRICT VETERANS' SERVICES

Terrance Hart, Director

AUDIT COMMITTEE

Richard Viscay
Clarida Cote
Lawrence Swartz
Peter Hersee
Jeff Chelgren
Richard Jones

AD HOC COMMITTEES

TOWN HALL & POLICE STATION BUILDING COMMITTEE

John Darling, Chairman
Jeff Chelgren
Albert Win Dodge
Douglas Hall
Thomas Tanous
William MacKenzie
James Purdy
Richard Quinn
John Clemenzi
Richard Gourdeau

ROUTE 97 LIGHT COMMITTEE (1/2003)

Thomas Tanous, Ex-officio
Daniel Lynch
Don Killam
Robert Moroney
Gerald Donnellan
Bessie Marlyn Oro

BOARD OF SELECTMEN

During the last three years, the Board of Selectmen have experienced numerous changes both socially and financially. Fiscal year 2005 was equally demanding. The Board is hopeful that their efforts and the efforts of the Town Administrator will continue to facilitate the smooth operation of town government.

In the beginning of FY05 the Finance and Advisory Committee bid farewell to the long time Chair, John Darling, and Michael Lucy another long time member. We thank them for their years of valuable service.

The communications between the Towns of Wenham and Hamilton and the Hamilton Wenham Regional School District (HWRSD), have never been better. The Boards of Selectmen, Finance Committees and HWRSD administration have been meeting regularly to strategize on issues such as long range planning, capital management and budget process. This Board of Selectmen are proud of the progress in communications between Hamilton and the HWRSD and particularly Superintendent McGrath. Through communications we are more knowledgeable in the needs of our neighboring town and the schools.

On November 16, 2002, the Town Hall was closed and moved to the Center School. This temporary home of the Town Hall still houses the Town Administrative offices. A recent special Town Meeting held on October 19, 2004, approved additional funds needed to complete the modified project. The Town Hall Police Station Building Committee continues their efforts to work with the project architect and other Town Boards to finish the design and to create a new, combined-use building that will prove to be both functionally and esthetically appropriate for the town center area.

In 2004 the Town Administrator began an intensive analysis of the needs of the various town departments. During this analysis it was identified that four to five key department heads could, or would, retire within five years. It should be noted that the Board of Selectmen and Town Administrator have placed great value on promoting from within, when possible and advisable. In response to the pending retirements, the Town Administrator developed a process by which the Selectmen worked directly with the Department heads to identify a transition schedule which would result in a smooth transfer of authority prior to the retirement of the current administrator. This plan was endorsed and implemented by the Board of Selectmen. The first department to identify its transition plan was the Police Department. Chief William MacKenzie will reach the mandatory public safety retirement age within four years. As such, he began working with the Town Administrator to identify his replacement upon retirement. As a result of this effort the Board of Selectmen were honored to promote Sergeant Kenneth Walsh to the position of Deputy Chief. Deputy Chief Walsh is expected to assume the Chief of Police position upon Chief MacKenzie's retirement.

The Fire Department is the next identified department impacted by the transition plan policy. Chief Calvin Perkins has identified that he intends on retiring within two to three

years. Discussions regarding this transition plan are on-going and can be expected to be completed in early 2005.

Budget pressures have increased over the past four to five years and have forced the Selectmen and the Town Administrator to seek new alternatives for cutting costs while maintaining minimum levels of service. In 2004 the regionalization of the Police and Fire Departments in Hamilton and Wenham was reviewed as a means of creating greater operational and budgetary efficiency, as well as to determine if the Hamilton public safety building and the Wenham town hall and police station building projects could be reduced in size through some form of collaboration. Through a series of joint-discussions, including a weekend retreat attended by representatives of both communities, the two towns ultimately determined that the regionalization of the Police and Fire Department would not yield anticipated operational savings. It was actually determined that Wenham would realize small cost savings but Hamilton would experience cost increases. For these reasons, both Boards of Selectmen voted to discontinue pursuit of the regionalization review.

A Joint-Council on Aging (COA) van service was funded for the first time in the FY05 budget. In January, 2004, the H-W COA Van, under the administration of Wenham, began providing services to the senior and handicapped populations of both communities. This service has proven to be a success in the first year and service expansions are currently under discussion.

Wenham faces significant challenges in the upcoming years. Through continued planning and increased communications amongst all parties, the Selectmen and the Town Administrator believe that these challenges can be addressed and that we can continue to achieve the goals and objectives of our community. The Selectmen would like to thank, specifically, the many volunteer and elected boards and committees that dedicate countless hours to ensure that the town runs efficiently and effectively. We have much to be proud of and the Selectmen stand committed to making the upcoming years productive and prosperous.

Board of Selectmen

Donald J. Pickard, Chairman
Thomas Tanous
Peter A. Hersee



TOWN OF WENHAM

MASSACHUSETTS

OFFICE OF THE TOWN CLERK

2004 ELECTION SCHEDULE

PRESIDENTIAL PRIMARY ELECTION	March 2
ANNUAL TOWN ELECTION AND TOWN MEETING	May 1
SPECIAL OVERRIDE ELECTION (School Operating Expenses)	May 13
STATE PRIMARY ELECTION	September 14
SPECIAL TOWN MEETING (Town Hall/Police Station Plan)	October 19
PRESIDENTIAL ELECTION	November 2
SPECIAL OVERRIDE ELECTION (Additional Funding for Revised Town Hall Plan)	November 18

Presidential election years are always exciting and exhausting. Voter registration reached nearly 2600, including some Gordon College students. Voter interest was high. Absentee balloting reached a new level. And new federal election procedures (HELP AMERICA VOTE ACT) had to be implemented.

Congratulations and thanks to all the election workers who learned new laws and methods, labored long hours, came up with quick solutions to cope with crowds, and remained cheerful to the end. THANK YOU each and every one!

Responsibilities of the Town Clerk include the setup and running of all elections and the recording and reporting of each, as well as the certification and permanent recording of all transactions of every town meeting. All bylaw and zoning bylaw changes must be organized by the Clerk and filed, along with certifications of the Town's votes on the changes, with the State Attorney General.

In addition to elections, the Town Clerk is responsible for the taking and recording of the annual census, from which are generated the voter list, street list, school population projections, senior citizen aid bases, dog list, and any general information as required.

The Clerk must record and file all vital statistics (births, marriages and deaths) as well as be prepared to issue certified copies of such material upon request. Marriage licenses are drawn up in the Clerk's office. Genealogical searches and services are also provided.

Numerous items are available from the Clerk's office, including dog tags and licenses, small business certificates, raffle permits, and hunting and fishing licenses. This year the Clerk also took on the sale of the Highway Department recycling tags (TV's, monitors, white goods, etc.).

FRANCES HARTE YOUNG
Wenham Town Clerk



TOWN OF WENHAM

MASSACHUSETTS

OFFICE OF THE TOWN CLERK

REPORT OF THE TOWN CLERK 2004

POPULATION AS OF APRIL 2004

Residents	3755
Gordon College Students	1332
TOTAL	5087

REGISTERED VOTERS AT CLOSE OF REGISTRATION FOR PRESIDENTIAL ELECTION (November 2, 2004)

DEMOCRATIC PARTY	506
LIBERTARIAN PARTY	9
REPUBLICAN PARTY	796
INTERDEPENDENT THIRD PARTY	2
UNENROLLED PARTY	1279
TOTAL	2592

In accordance with Massachusetts General Laws, Chapter 431, which prohibits the sale or distribution of the names of children under the age of seventeen, births are not published in the Town Report. The total number of births recorded in Wenham for the year 2004 is 35.

MARRIAGES 2004

May 20	FREDERICK S. WOODLAND, JR., Wenham MA ROBERT O. CORCORAN, Wenham MA
May 29	NANCY J. CONNELLY, Beverly MA ANN L. TRASK, Beverly MA
July 3	LUCY ANN CASEY, Wenham MA WILLIAM WESLEY PEOPLES, Acton MA
August 28	KATJA OBERBERG, Wenham MA LEO JOHN MAESTRANZI, JR., Wenham MA
September 3	LINDA J. DANFORTH, Wenham MA JONATHAN WALTER RICH, Wenham MA
September 4	DOMINIKA KUROWSKA, Fort Lauderdale FL DANIEL GEORGE BECKHAM, Fort Lauderdale FL
October 15	KATHLEEN MARIE CLARKE, Wenham MA LLOYD ANDREW DURGIN, Wenham MA
November 27	JUDITH ANNE HARTOGH, Wenham MA CHARLES AUSTIN BRIGHAM, Wenham MA

November 27

MILDRED HARTOGH, Nome AK
ANDREW GENE HENNINGS, Nome AK

December 31

REBECCA LOU WILLIAMS, Hamilton MA
MARK FRANCIS LOPATOSKY, Hamilton MA

DEATHS 2004

HALTER, JOSEPH PATRICK
BOYDEN, ISABEL L.
NARDELLA, JACQUELINE A.
WILSON, GEORGIANA R.
DAVIS, JAMES EDWARD
PERKINS, MYRON A., JR.
O'NEIL, CHARLES J.
MONGOR, JOSEPH H.
LEE, THOMAS P.
WILDES, GEORGE F.
KELLEY, ARTHUR JOSEPH
EVELETH, HEIDI REGINA
BAKER, RUTH H.
HAYES, BARBARA MARIE
WAGNER, ALFRED ARNOLD

HALLAHAN, FRANCES A.
TOZER, GEORGE K.
MCCARTHY, KATHERINE MARY
MARTIN, RITA E.
WILSON, WILLIAM M. III
LOW, ELIZABETH ANN
MILLS, OAKLEY V.
HELLARD, RICHARD W.
EVELETH, FRANK COLBY
MCGOVERN, EDWARD CROFTON
DUNN, JAMES HENRY
CAHILL, WILLIAM F., JR.
CARR, PHYLLIS M.
MATULA, MICHAEL J.

	2000	2001	2002	2003	2004
BIRTHS	31	44	36	42	35
MARRIAGES	9	8	8	8	10
DEATHS	25	33	31	26	29

FEEES TO THE TOWN OF WENHAM FROM JANUARY - DECEMBER 2005

For sale of the following:

HIGHWAY DEPARTMENT RECYCLING TAGS
RECYCLING BINS
SMALL BUSINESS CERTIFICATES
STREET LISTS
MARRIAGE LICENSES
CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES
DOG TAGS AND LICENSES
VOTER LISTS, DOG LISTS
MISCELLANEOUS

TOTAL: \$6635.22



TOWN OF WENHAM

MASSACHUSETTS

OFFICE OF THE TOWN CLERK

2004 ELECTION SCHEDULE

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FRANCES HARTE YOUNG
Wenham Town Clerk

PRESIDENTIAL PRIMARY ELECTION
TUESDAY, MARCH 2, 2004

WARRANT

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

SS.

To either of the Constables of the Town of WENHAM

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn
the inhabitants of said town who are qualified to vote in Primaries to vote at

PERKINS AUDITORIUM
BESSIE BUKER SCHOOL
PRECINCT 1

on TUESDAY, THE SECOND DAY OF MARCH, 2004, FROM 7:00AM TO 8:00PM for the
following purpose:

To cast their votes in the Presidential Primary for the candidates of political
parties for the following offices:

PRESIDENTIAL PREFERENCE	FOR THE COMMONWEALTH
STATE COMMITTEE MAN	FIRST ESSEX AND MIDDLESEX SENATORIAL DISTRICT
STATE COMMITTEE WOMAN	FIRST ESSEX AND MIDDLESEX SENATORIAL DISTRICT
TOWN COMMITTEE	TOWN OF WENHAM

Hereof fail not and make return of this warrant with your doings thereon
at the time and place of said voting.

Given under our hands this 13th day of February, 2004. Signed:

PETER A. HERSEE
DONALD J. PICKARD
THOMAS TANOUS

Selectmen of the Town of Wenham

Posted at designated locations and at the Post Office, Public Library and Town Hall.

Signed: BRENT MORONG, Constable
February 19, 2004

PRESIDENTIAL PRIMARY ELECTION Tuesday, March 2, 2004 (continued)

On Tuesday, March 2, 2004, at approximately 6:30AM, the Police Officer in charge, the Election Warden and the Town Clerk checked the ballot box which was declared empty and locked. Zero tapes were run to test the program, and one of the tapes was posted for public information. The polls were declared at 7:00AM and remained open until 8:00PM.

CERTIFICATION OF VOTE

DEMOCRATIC PARTY

PRESIDENTIAL PREFERENCE

RICHARD GEPHARDT	1
JOSEPH LIEBERMAN	3
WESLEY K. CLARK	1
HOWARD DEAN	5
CAROL MOSELEY BRAUN	0
JOHN EDWARDS	72
DENNIS J. KUCINICH	10
JOHN F. KERRY	233
LYNDON H. LAROCHE, JR.	1
AL SHARPTON	4
NO PREFERENCE	3
BLANKS	1
WRITE INS	1

STATE COMMITTEE MAN

ANDREW F. ARMATA	58
DANIEL J. LAUZON	143

STATE COMMITTEE WOMAN

KATHLEEN A. PASQUINA	217
TOTAL DEMOCRATIC BALLOTS CAST	335

PRESIDENTIAL PRIMARY ELECTION Tuesday, March 2, 2004 (continued)

CERTIFICATION OF VOTE

DEMOCRATIC TOWN COMMITTEE

BETTY S. BANNON	194
DON O. BANNON	185
CAROL E. KELLEY	197
PENELOPE D. LAWRENCE	189
THOMAS D. LAWRENCE, JR.	184
CHRISTOPHER DEARBORN	204
BLANKS	3899
WRITE INS (ONE VOTE EACH)	8

CERTIFICATION OF VOTE

REPUBLICAN PARTY

PRESIDENTIAL PREFERENCE

GEORGE W. BUSH	150
NO PREFERENCE	13
BLANKS	8
WRITE INS	0

STATE COMMITTEE MAN

DALE C. JENKINS, JR.	40
JOHN N. RACHO	123
BLANKS	8
WRITE INS	0

STATE COMMITTEE WOMAN

CHRISTINA A. BAIN	146
BLANKS	25
WRITE INS	0

TOTAL REPUBLICAN BALLOTS CAST	171
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PRESIDENTIAL PRIMARY ELECTION Tuesday, March 2, 2004 (continued)

CERTIFICATION OF VOTE

REPUBLICAN TOWN COMMITTEE

AUDREY A. WAGNER	134
JOAN W. ERHARD	129
HARRIET P. DAVIS	132
JOSEPH F. ROBBINS	128
JAYNE C. ROBBINS	129
JEFFREY A. HAM	123
DOROTHY D. MACIEJOWSKI	144
WILLIAM C. WAGNER	127
DANA P. BAGNELL	125
A. WINSLOW DODGE	148
PAUL E. MENDONCA	127
THOMAS TANOUS	134
DONALD E. COSTIN	142
STUART S. CORNING, JR.	138
R. ANGUS WEST	123
RICHARD P. JONES	125
ROBERT B. BROWN, JR.	128
MATTHEW J. AMORELLO	123
JOHN F. DESIMONE	120
JAMES D. COLT	136
MARY L. CORNING	138
BLANKS	3172
WRITE INS	58

The following is a list of those who received enough votes (5 or more) to qualify to be members of the Republican Town Committee.

Kenneth H. Premo	16
Stephen B. Gasperoni	16

Mary Elizabeth Ham received 16 votes but did not enroll in the Republican Party in time to qualify.

ATTEST:

FRANCES HARTE YOUNG
Frances Harte Young, Wenham Town Clerk

AMENDMENT TO BUILDING FEES
MARCH 12, 2004

The Wenham Board of Selectmen voted (3-0) at a March 12, 2004 Policy Meeting to amend the Building Department Fee Schedule as follows:

PERMIT	FEE	
	Existing	Amended
1. New Dwelling Additions and Renovations Construction Value	\$75/s.f.	\$110/s.f.
2. Minimum Fee	\$25	\$40

All revised Building Department fees are to be considered in effect as of Monday, March 15, 2004.

WENHAM COUNCIL ON AGING BY-LAWS
ADOPTED APRIL 6, 2004

The Wenham Board of Selectmen voted, at their April 6, 2004 meeting, to adopt the attached "Council on Aging By-Laws."

WENHAM COUNCIL ON AGING BYLAWS

Article I: ESTABLISHMENT

The name of the organization shall be "The Wenham Council on Aging," hereafter referred to as "The Council," as established by the Town Selectmen of Wenham, Massachusetts, and pursuant with the authority granted in the Town Manager Act of 1949 and amending the original document creating the Council on Aging, dated January 19, 1971. The Council on Aging was permitted by Chapter 40, Section 8B of the Massachusetts General Laws.

Article II: PURPOSE AND PHILOSOPHY

The Council's mission is to provide and advance those programs and services that enrich the lives of older adults in the Wenham community.

Pursuant to this goal, the Council shall:

- 1) Provide education to the community to the needs of the age 60+ population of the community and enlist the support and participation of the citizens of Wenham.
- 2) Design, advocate, and implement services to fill the needs of the seniors and to coordinate with existing agencies.
- 3) Examine, review, and update programs and services for Wenham seniors, based on available data.
- 4) Review and update annually all documents, policies and procedures for a Wenham Senior Center, when such structure is available.
- 5) Cooperate with the Executive Office of Elder Affairs and Senior Care and be cognizant of state and federal legislation and programs regarding elders.
- 6) Provide advice to the Town Selectmen on the funding needs of the Wenham Council on Aging. Function as an Advisory Council to the Town Selectmen, in order to maintain an effective flow of communication between the senior population and the Wenham Town government.

WENHAM COUNCIL ON AGING BYLAWS (continued)

Article III: ORGANIZATION AND STRUCTURE

The Council shall serve as a policy-making Council only in relation to those areas listed above and has no authority over appointments of staff, administrative responsibilities of the staff, the employment practices, and/or Town of Wenham policy.

The Council shall consist of nine (9) members, who shall be appointed by the Town Selectmen and have terms of office of three (3) years. The Council may offer to the Town Selectmen individuals for appointment to the Council. A member of the Town Selectmen shall be a liaison to and ex officio, non-voting Council member.

In addition to Council Members, the Council may appoint Associate Members. Associate Members may attend all Council Meetings, but may not vote on Council matters. Associate Members may also participate on Council Committees and may serve as leaders for Committees.

The principal office of the Council shall be located at the Wenham Town Hall, until such time as a Senior Center is available. All mail shall be delivered to this address, unless another shall be specified by the Chair.

Article IV: VOTING RIGHTS OF MEMBERS

All voting rights shall be vested in the Members, and each individual member shall have one vote, with respect to any question or matter that may come before a meeting of the Members of the Council.

All votes are to be cast openly, i.e., no secret balloting.

Article V: MEETINGS OF THE MEMBERS

Council meetings:

1. Regular Meetings of the Members of the Council shall be held once per month on the second Tuesday, from September through June, with no regular meetings scheduled for July and August. Notice of all regular meetings of the Council shall be posted at Wenham Town Hall.

2. Special Meetings of the Council may be called at any time by the Chair or a Member of the Council. Written or verbal notice must be sent to each member in sufficient time to ensure attendance. Minutes from these meetings are to be presented at the Regular Meeting following the date of the special meeting.

Committee Meetings are to have at least one Member of the Council in attendance. Minutes from these meetings are to be presented by the Committee leader at the Regular Meeting, following the date of the Committee meeting.

3. Quorum At all Council meetings, the presence of a simple majority of the total membership shall be necessary and sufficient to constitute a quorum for the transaction of any business. Votes shall be cast only by Members in attendance.

4. Conduct of Meetings All meetings shall be conducted in accordance with Robert's Rules of Order.

5. Resignation In the event a Member wishes to resign from the Council, he/she shall notify, in writing, the Council's liaison from the Town Selectmen and the Chair.

6. Regular attendance is expected of all Members. In the event of absence of any Member for three (3) consecutive meetings, except for reasons of health or extenuating circumstances, as duly reported to the Chair in advance of the Council meeting, the Council may request resignation of that Member through the Town Selectmen. Six (6) absences during any calendar year shall constitute an automatic dismissal from the Council. Notice of any dismissal or resignation

WENHAM COUNCIL ON AGING BYLAWS (continued)

is to be provided, in writing, to the Town Selectmen.

Article VI: OFFICERS

Council officers:

A. The officers of the Council shall consist of a Chair, Vice-Chair, Treasurer and Secretary. Assistant Officers may be elected, if it is the wish of the Council.

1) Chair The chair shall be the chief executive officer of the Council, and subject to the direction of Members of the Council, shall have charge of the business, affairs, and property of the Council on its general operations. She/he shall prepare an agenda, preside at all meetings of the Members, appoint all sub-committees, and be an ex-officio member of all committees.

2) Vice-Chair During the absence or disability of the Chair, the Vice-Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.

3) Treasurer The Treasurer shall: a) Annually prepare a budget for the WCOA and submit it to the Council for review and approval; b) Receive and approve all expense requests (along with one other officer of the Council); c) Report budget status at each Council meeting; and d) Submit all approved expense requests to the Wenham Town Treasurer.

4) Secretary/Clerk The secretary/clerk shall: a) Record all the proceedings of the meetings; b) Cause all notices to be given in accordance with the Bylaws and as may be required by statute; c) Perform all duties relevant to the office of Secretary/Clerk; and d) The Council may appoint a corresponding secretary, or include duties related to correspondence in this section.

B. Terms of office are for 2-year periods. Officers of the Council shall be elected prior to the summer recess and shall take office immediately.

C. Election of officers to fill vacancies created by death, resignation, or other cause may take place at any regular or special meeting and shall be for the unexpired term of the previous incumbent; however, the Office of Chair, if vacated, shall be filled by the Vice-Chair for the unexpired term of the Chair's normal term of office,

Article VII: AMENDMENTS

Amendments or alterations of these Bylaws may be considered at either a regular or special meeting of the Council, called for such purpose. In either case, a seven-day notification of the meeting with a copy of the proposed amendment and its purpose, shall be given to each Council Member. Accompanying this notification, shall be the full text of the proposed amendment or alteration, and a statement of the purpose of the proposed changes. The proposed amendment or alteration of the Bylaws must be approved by two-thirds of all Council Members.

Article VIII: EFFECTIVE DATE

The effective date of these Bylaws shall be the date of the meeting at which the Bylaws shall have been approved by an affirmative vote of not less than two-thirds of the Members. The date of approval of the Bylaws - January 14, 2003.

WARRANT FOR THE ANNUAL TOWN MEETING
WENHAM, MASSACHUSETTS
MAY 1, 2004

Essex, ss.

To either of the Constables of Wenham, in said County,

GREETINGS:

In the name of the Commonwealth of MASSACHUSETTS, you are hereby directed to notify the inhabitants of said Town qualified to vote in the elections and Town affairs to meet in the Perkins Auditorium in the Bessie Buker School in said Town on Saturday the first of May, 2004, at eight o'clock in the forenoon, then and there to act on the following articles. "Article One," the election of officers to be by official ballot from 8:00AM until 12NOON; the remaining articles to be acted upon at 1:00PM, and if not completed, the meeting to be reconvened on Monday, May 3, 2004, at 7:30PM, at the Bessie Buker School; and to vote on ballot questions at the Special Election on Thursday, May 13, 2004, at the Buker School in said town between the hours of 7:00AM and 8:00PM.

ARTICLE 1: Election of Town Officers

Moderator, for one year; Town Clerk, for one year; one Selectman for three years; one Assessor for three years; one Planning Board member for five years; Tree Warden for one year; one Board of Health member for three years; Hamilton-Wenham Library Trustee for three years; one Cemetery Commissioner for three years; two Park Commissioners for three years; one Water Commissioner for three years; one Housing Authority member for five years; or take any other action relative thereto.

ARTICLE 2: Budget Appropriations

To see if the Town will determine what sum of money may be necessary to defray the Town expense of the twelve month period (Fiscal Year 2005) beginning July 1, 2004 and ending June 30, 2005 and to make appropriations for the same and to determine the source thereof.

ARTICLE 3: Level Tax Rate

To see what sum of money, if any, the Town will vote from Available funds to be used by the Board of Assessors to level the tax rate for the period July 1, 2004, to June 30, 2005.

ARTICLE 4: Cemetery and Other Trust Funds

To accept the Cemetery and other Trust Funds received in FY2004, as printed in Part I of the Town Reports, and on file with the Town Clerk.

ARTICLE 5: Road Work - Chapter 90 Funding

To vote from available funds under Chapter 246B of the Acts of 2002, the sum of \$76,824 for work on Town Roads, subject to conditions detailed by the Massachusetts Highway Department, pursuant to Chapter 30, Section 39M; Chapter 149, Section 44J; Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Highway Department.

ARTICLE 6: Senior Tax Relief

To see if the Town will accept the provisions of G.L. Chapter 59, Section 5, last paragraph, to increase the annual exemption pursuant to clause Seventeenth D by an amount not exceed the increase in the cost of living as determined by the Consumer Price Index for each year effective commencing in FY04, and accept the pro-

WARRANT FOR THE ANNUAL TOWN MEETING, MAY 1, 2004 (continued)

visions of G.L. Ch. 59, Sec. 5, clause Seventeenth E providing for an annual increase in the amount of exemption pursuant to clause Seventeenth D; or to take any other action relative thereto.

ARTICLE 7: Lord's Hill Water Tank Painting

To see if the Town will vote to approve the painting of the Lord's Hill water tank and to authorize that a sum of money not to exceed \$350,000 under General Laws, Chapter 44 as a general obligation of the town, the principal, interest, and cost of which, however, are to be paid by the water rates; or take any other action in relation thereto.

ARTICLE 8: Tax Bill Contribution Options - Town Scholarship

To see if the Town will vote to accept the provisions of MGL Chapter 60, Section 3C which authorizes a Town to designate a place on a tax bill issued or administered by the Town whereby taxpayers of the Town may voluntarily donate to a Town Scholarship Fund, the purposes of which shall be to provide educational financial aid to deserving town residents selected by a scholarship committee consisting of the Hamilton-Wenham Regional School District (or the Superintendent's designee) and at least four residents of the Town appointed by the Board of Selectmen; or to take any other action relative thereto.

ARTICLE 9: Tax Bill Contribution Options - Elderly and Disabled Relief

To see if the Town will vote to accept the provisions of MGL Chapter 60, Section 3 D which authorizes a Town to designate a place on a tax bill issued or administered by the Town whereby taxpayers of the Town may voluntarily donate to a Town Aid to Elderly and Disabled Taxation Fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income selected by a Taxation Aid Committee comprised of the Chairman of the Board of Assessors, the Town Treasurer, and three residents of the town appointed by the Board of Selectmen, or to take any other action relative thereto.

ARTICLE 10: Underground Petroleum Storage Bylaw

To see if the Town will vote to adopt a Zoning Bylaw of the Town of Wenham for the regulation of underground petroleum storage tanks (UST), in the form which is on file with the Town Clerk and available for inspection, to protect, preserve and maintain the existing and potential groundwater supply and groundwater recharge areas within the Town of Wenham from contamination by oil or hazardous materials by requiring that owners of properties located within the Zone II of the Wenham public water supply and the Aquifer Protection District register their UST with the Wenham Fire Department, and to test all tanks older than 15 years, or for which there is no information on the date of installation, on an annual basis by a licensed company at the expense of the property owner, and to remove the UST in accordance with state requirements if the UST fails, and also to prohibit installation of new single-wall USTs within the Zone II and Aquifer Protection District; or take any other action relative thereto.

ARTICLE 11: Operating Budget - Regional School District

To see if the Town will vote to raise and appropriate a sum of money, contingent upon the passage of a referendum question pursuant to Massachusetts General Laws Chapter 59, Section 21C (g), and also contingent upon the Town of Hamilton appropriating its proportionate share, to be added to the portion of Article 2 allocated for the \$20,510,326 annual operating expenses of the Hamilton Wenham Regional School District to meet the Town's share of the total operating budget of the District which is approved and funded by the Town of Wenham, or to take any other action thereon. The ballot vote on approval of this appropriation will take place on Thursday, May 13, 2004, at the Buker School, from 7:00AM

WARRANT FOR THE ANNUAL TOWN MEETING, SATURDAY, MAY 1, 2004 (continued)

to 8:00PM on the following question: "Shall the Town of Wenham be allowed to assess an additional \$255,119 in real estate and personal property taxes for the purposes of paying Wenham's share of the total authorized annual operating expenses of the Hamilton Wenham Regional School District in excess of the portion approved under Article 2, for the fiscal year beginning on July 1, 2004?"

ARTICLE 12: To act on any other business that may legally come before this Meeting

Given under our hands this 30th day of March, 2004.

Signed: PETER A. HERSEE, THOMAS TANOUS, DONALD J. PICKARD
Board of Selectmen

And you are hereby directed to serve this warrant by posting attested copies thereof: one at the junction of Friend Court and Main Street; one at the junction of Topsfield Road and Maple Street; one at the junction of Larch Row, Walnut Road and Dodge's Row; and one at the junction of Grapevine Road and Hull Street seven days at least before the time of the meeting aforesaid.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

"In pursuance of the above written warrant I have this 12 day of Apr. 1, 2004, posted the attested copies thereof as directed therein."

Signed: Brent Morong
Constable of the Town of Wenham

WARRANT FOR ELECTION OF MEMBERS OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE

Essex, ss.

To the Secretary of the Hamilton-Wenham Regional School District Committee:

GREETING:

You are hereby directed to notify the registered voters of the towns of Hamilton and Wenham, Essex County, Massachusetts, of the election of members to the Hamilton-Wenham Regional School District Committee. In Wenham, the election will be held at the Buker Elementary School on Saturday, May 1, 2004. The polling place shall be opened at 8:00AM and shall remain open until 12 NOON. In Hamilton, the election will be held at the Winthrop Elementary School on Thursday, May 13, 2004. The polling place shall be opened at 7:00AM and shall remain open until 8:00PM. The number of members elected shall be three members for a term of three years and one member for a term of one year, and you are hereby directed to serve this Warrant by posting attested copies thereof in at least one public place in each of the member towns of Hamilton and Wenham and by publishing at least once in a newspaper of general circulation in the district seven days at least before the election date.

Given under our hands this 1st day of April in the year 2004.

Signed by "A majority of the members of the Hamilton-Wenham Regional School District Committee."

Signed: William F. Martin, Secretary

TOWN OF WENHAM
 ANNUAL TOWN ELECTION
 HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ELECTION
 SATURDAY, MAY 1, 2004

BALLOT ACCOUNTING

BALLOT BOX REGISTRATION	927
NUMBER OF REGULAR BALLOTS CAST	867
NUMBER OF ABSENTEE BALLOTS CAST	60

COUNT OF REGULAR BALLOTS

BALLOTS FURNISHED	1550
BALLOTS CAST	867
BALLOTS SPOILED	1
BALLOTS UNUSED	682
TOTAL REGULAR BALLOTS ACCOUNTED FOR	1550

COUNT OF ABSENTEE BALLOTS

BALLOTS FURNISHED	150
BALLOTS CAST	60
BALLOTS SPOILED	0
BALLOTS UNRETURNED	8
BALLOTS UNUSED	82
TOTAL ABSENTEE BALLOTS ACCOUNTED FOR	150

CERTIFICATION OF VOTE

MODERATOR (ONE YEAR TERM)
 Paul D. Weaver

VOTES	757
WRITEINS	0
BLANKS	170
TOTAL	927

TOWN CLERK (ONE YEAR TERM)
 Frances Harte Young

VOTES	777
WRITEINS	0
BLANKS	150
TOTAL	927

SELECTMAN (THREE YEAR TERM)

Thomas Tanous

VOTES	493
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David L. Grey

VOTES	427
BLANKS	7
TOTAL	927

WENHAM ANNUAL TOWN ELECTION, SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTE (continued)

ASSESSOR (THREE YEAR TERM)

Paul E. Mendonca

VOTES	737
WRITEINS	0
BLANKS	190
TOTAL	927

PLANNING BOARD (FIVE YEAR TERM)

Ernest S. Dodge

VOTES	454
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Mary B. Martins

VOTES	357
WRITEINS	0
BLANKS	116
TOTAL	927

TREE WARDEN (ONE YEAR TERM)

A. Winslow Dodge

VOTES	783
WRITEINS	0
BLANKS	144
TOTAL	927

BOARD OF HEALTH

Miguel A. Martinez, MD

VOTES	761
WRITEINS	0
BLANKS	166
TOTAL	927

HAMILTON WENHAM LIBRARY TRUSTEE (THREE YEAR TERM)

Doris L. Gallant

VOTES	754
WRITEINS	0
BLANKS	173
TOTAL	927

CEMETERY COMMISSIONER (THREE YEAR TERM)

Charles A. Brigham

VOTES	718
WRITEINS	0
BLANKS	209
TOTAL	927

WENHAM ANNUAL TOWN ELECTION, SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTE (continued)

PARKS AND RECREATION COMMISSIONER (THREE YEAR TERM)
VOTE FOR TWO

No Candidates

WRITEINS

No serious writeins

WATER COMMISSIONER (THREE YEAR TERM)

Benjamin B. Tymann

VOTES	715
WRITEINS	0
BLANKS	212
TOTAL	927

HOUSING AUTHORITY (FIVE YEAR TERM)

Elizabeth A. Armington

VOTES	723
WRITEINS	0
BLANKS	204
TOTAL	927

HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ELECTION
SATURDAY, MAY 1, 2004

(Ballots impounded to May 13, 2004)

CERTIFICATION OF VOTE

TOTAL BALLOTS CAST	927
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VOTE FOR THREE

Donald E. Gallant	618
Denise A. Bisailon	487
Lisa S. Gaquin	518
Rudolph Pizzano, III	375
WRITEINS	7
BLANKS	776
TOTAL	2781

TOTAL BALLOTS CAST	927
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VOTE FOR ONE

Richard L. Boroff	665
WRITEINS	2
BLANKS	260
TOTAL	927

TOWN OF HAMILTON

The following is a Certification of the Vote taken at the Annual Town Election for the Town of Hamilton, held May 13, 2004 at the Winthrop School.

Hamilton-Wenham Regional School Committee Election (Vote for three)

Donald E. Gallant	1021
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Hamilton-Wenham Regional School Committee Election CERTIFICATION OF VOTE (continued)

Denise A. Bisailon	832
Lisa S. Gaquin	1045
Rudolph P. Pizzano III	836
BLANKS	1831
TOTAL	5565

A TRUE COPY: ATTEST:

Signed: Jane M. Wetson, Town Clerk

The following is a Certification of the Vote taken at the Annual Town Election for the Town of Hamilton, held May 13, 2004 at the Winthrop School.

Hamilton-Wenham Regional School Committee Election (Vote for one)

To fill unexpired term --- 1 Year

Blanks	665
Richard L. Boroff	1186
Writeins	4
TOTAL	1855

A TRUE COPY: ATTEST:

Signed: Jane M. Wetson, Town Clerk

ATTEST:

FRANCES HARTE YOUNG
Wenham Town Clerk

TOWN OF WENHAM
ANNUAL TOWN MEETING
SATURDAY, MAY 1, 2004

MODERATOR
TOWN CLERK

Paul D. Weaver
Frances H. Young

SELECTMEN

Peter A. Hersee
Donald J. Pickard
Thomas Tanous

FINANCE AND ADVISORY COMMITTEE

David E. Bonnette
John E. Darling
Scott S. Spearing
Lawrence D. Swartz

ARTICLE ONE, the Annual Town Election of town officers, library board members and regional school committee members was acted upon at the Bessie Buker School from 8AM to NOON.

After the polls closed, voters and senior citizens were treated to luncheon provided by the Wenham Village Improvement Society. While voters checked in with the Board of Registrars and finished their lunches, Moderator Paul Weaver invited State Representative Brad Hill and State Senator Bruce to speak to the meeting about Beacon Hill affairs. As in the previous year the outlook was not rosy, although Representative Hill did say that he thought there might be light at the end of the tunnel. The economy seems to be improving and tax revenues

ANNUAL TOWN MEETING SATURDAY, MAY 1, 2004 (continued)

are up to a degree. He pointed out, however, that this mild upturn does not mean an increase in jobs available, which is a real problem. Senator Tarr pinpointed the cost of health care as a very expensive difficulty on both the state and local levels.

At 1:20PM Moderator Weaver called the meeting to order and read some of the history of town meetings from "Town Meeting Time. He reminded voters of the need for decorum and respect for divergent expressions of opinion. The duly posted Warrant with return of service by the Constable was presented and the Moderator announced that the three requirements for a Town Meeting had been met: 1) Moderator; 2) Town Clerk; 3) Quorum - five percent (5%) of total registered voters (2457) = 123. Voters were reminded that motions presented by a board member constitute a motion and a second.

CERTIFICATION OF VOTES

ARTICLE TWO Budget Appropriations

To see if the Town will determine what sum of money may be necessary to defray the Town expense of the twelve month period (Fiscal Year 2005) beginning July 1, 2004 and ending June 30, 2005 and to make appropriations for the same and to determine the source thereof.

MOTION THE FINANCE AND ADVISORY COMMITTEE MOVES THAT THE TOWN RAISE AND APPROPRIATE, OR TRANSFER FROM AVAILABLE FUNDS, THE FOLLOWING SUMS FOR THE SPECIFIC PURPOSES DESIGNATED, AND THAT THE SAME BE EXPENDED ONLY FOR SUCH PURPOSES FOR THE FISCAL YEAR ENDING JUNE 30, 2005; PROVIDED IN THE CASE OF SUMS DESIGNATED TO FUND THE TOWN'S SHARE OF OPERATING JOINT REGIONAL AND INTER-MUNICIPAL PROGRAMS WITH THE TOWN OF HAMILTON, THAT HAMILTON VOTES TO APPROVE AND FUND ITS SHARE AS PROVIDED IN THE APPLICABLE AGREEMENTS; ALL SAID EXPENDITURES TO BE UNDER THE DIRECTION OF THE RESPECTIVE OFFICERS, BOARDS AND COMMITTEES OF THE TOWN.

MOVED AND SECONDED BY JOHN DARLING, CHAIRMAN, FINANCE AND ADVISORY COMMITTEE

SIMPLE MAJORITY REQUIRED

QUORUM: 5% OF 2457

PRESENT: 267

VOTER CARDS

NO TELLERS

MOTION DECLARED PASSED BY UNANIMOUS VOTE

ARTICLE THREE Level the Tax Rate

To see what sum of money, if any, the Town will vote from Available Funds to be used by the Board of Assessors to level the tax rate for the period July 1, 2004 to June 30, 2005.

MOTION THE FINANCE AND ADVISORY COMMITTEE MOVES THAT THE TOWN TRANSFER FROM AVAILABLE FUNDS (FREE CASH) THE SUM OF \$553,178 TO BE USED TO LEVEL THE TAX RATE FOR THE PERIOD JULY 1, 2004 TO JUNE 30, 2005.

MOVED AND SECONDED BY LAWRENCE SWARTZ, FINANCE AND ADVISORY COMMITTEE MEMBER

SIMPLE MAJORITY REQUIRED

QUORUM: 5% OF 2457 (123)

PRESENT: 267

VOTER CARDS, NO TELLERS

MOTION DECLARED PASSED BY UNANIMOUS VOTE

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
<u>GENERAL GOVERNMENT</u>						
114	MODERATOR					
114-5200	EXPENSES	0	0	50	50	50
122	SELECTMEN					
122-5100	SALARIES	11,769	12,122	12,122	10,812	10,812
	(Chairman @ \$4,266/year, 2 Members @ \$3,273/year)					
122-5200	EXPENSES	3,143	3,000	3,000	3,000	3,000
		14,912	15,122	15,122	13,812	13,812
123	TOWN ADMINISTRATOR					
123-5100	SALARY (@ \$76,220/year)	61,564	67,392	69,000	74,854	76,220
123-5200	EXPENSES	2,785	4,306	3,000	3,000	6,000
		64,349	71,698	72,000	77,854	82,220
131	FINANCE & ADVISORY COMMITTEE					
131-5200	EXPENSES	363	115	500	500	500
132	RESERVE FUND MGL C.40, S.6					
132-5700	RESERVE FUND			120,000	126,942	160,536
135	FINANCE DIRECTOR/TOWN ACCOUNTANT					
135-5100	SALARY (@ \$58,425/year)	39,159	43,260	44,558	56,552	69,730
	(Asst. position shared w/ Town Administrator 13 hrs/wk @ \$16.66/hr)					
135-5200	EXPENSES	2,981	1,827	3,225	2,815	5,000
	Note: The increase in salary for the new position of Finance Director has been funded by changing the Asst. Collector position (Item 145) from full time to part time.	42,140	45,087	47,783	59,367	74,730
139	MUNICIPAL AUDIT					
139-5300	CONTRACT SERVICE - Municipal Audit	12,000	20,000	14,000	15,000	16,000
141	ASSESSORS					
141-5100	SALARY & WAGES	41,362	45,788	51,608	53,708	53,981
	(Chief Assessor @ \$25,092/yr) (Asst. Assessor @ \$16.83/hr) - (Subs. @ \$337/yr)					
141-5200	EXPENSES	5,565	8,050	7,240	10,575	11,225
141-5800	CAPITAL	1,700	0	0	0	0
		48,626	53,838	58,848	64,283	65,206

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
145	TREASURER / COLLECTOR					
145-5100	SALARY & WAGES (Treasurer / Collector @ \$5,613/year + \$100 long.) (Assistant Collector - part time @ \$0,358/yr)	69,683	71,105	73,736	75,975	66,071
145-5200	EXPENSES	13,754	13,887	14,810	4,110	4,110
145-5200	TAX TITLE EXP					10,000
145-5300	CONTRACT SERVICE				10,300	10,300
145-5710	OTHER - Borrowing Costs	2,485	2,102	563	600	0
		<u>85,922</u>	<u>87,094</u>	<u>89,109</u>	<u>90,985</u>	<u>90,481</u>
151	TOWN COUNSEL / LEGAL					
151-5200	EXPENSES	2,245	2,853	3,750	3,750	0
151-5210	CONTRACT SERVICE - RETAINER	7,000	7,000	7,000	7,000	7,000
151-5220	CONTRACT SERVICE - OUTSIDE COUNSEL	21,039	31,890	20,000	20,000	40,000
		<u>30,284</u>	<u>41,743</u>	<u>30,750</u>	<u>30,750</u>	<u>47,000</u>
155	INFORMATION TECHNOLOGY					
155-5100	SALARY & WAGES		4,000	4,000	4,000	0
155-5200	EXPENSES	22,036	36,806	25,000	8,000	14,500
155-5300	CONTRACT SERVICE				25,200	36,790
155-5700	OTHER (GIS Programs; Web Page Host)			0	10,000	15,000
		<u>22,936</u>	<u>40,806</u>	<u>29,000</u>	<u>47,200</u>	<u>66,290</u>
159	TOWN HALL					
159-5100	SALARY & WAGES (Permit Office \$36,733/yr + \$300 longevity) (Admin. Asst. @ 19.5 hrs/wk @ \$6.66/hr) (Custodian @ 15 hrs/wk @ \$4.43/hr)	50,604	61,313	52,289	52,118	65,291
159-5200	EXPENSES	40,255	35,356	46,350	45,475	46,237
159-5300	CONTRACT SERVICE			6,000		
159-5310	Minutes Clerk for Selectmen & Committee meetings				8,000	8,000
159-5320	Cleaning Services			7,500	7,588	0
159-5700	OTHER - Wetlands Delineation - Boulder Lane		10,901	0	0	9,000
159-5800	CAPITAL	4,000	0	0	0	0
		<u>94,859</u>	<u>107,570</u>	<u>112,139</u>	<u>113,181</u>	<u>128,528</u>
161	TOWN CLERK					
161-5100	SALARY (@ \$40,644/yr + \$200 longevity)	36,703	37,075	39,026	41,297	40,844
161-5200	EXPENSES	3,405	2,183	2,675	2,275	3,050
		<u>40,108</u>	<u>39,258</u>	<u>41,701</u>	<u>43,572</u>	<u>43,894</u>

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
162	ELECTIONS & REGISTRATION					
162-5100	WAGES	5,743	4,345	4,109	3,850	5,439
162-5200	EXPENSES	5,042	4,490	13,560	10,185	17,921
162-5700	OTHER				0	0
		<u>10,785</u>	<u>8,835</u>	<u>17,669</u>	<u>14,035</u>	<u>23,360</u>
171	CONSERVATION COMMISSION					
171-5100	WAGES (@ \$18.24/hour - 20 hrs. per wk)	17,863	14,419	18,419	19,188	19,043
171-5200	EXPENSES	4,215	5,055	5,088	3,244	3,315
		<u>22,079</u>	<u>19,474</u>	<u>23,507</u>	<u>22,432</u>	<u>22,358</u>
175	PLANNING BOARD					
175-5100	WAGES (Stipend - Clerk)	1,500	1,545	1,545	1,545	1,545
175-5200	EXPENSES	500	54	500	500	500
		<u>2,000</u>	<u>1,599</u>	<u>2,045</u>	<u>2,045</u>	<u>2,045</u>
176	BOARD OF APPEALS					
176-5100	WAGES (Stipend - Clerk)	500	515	515	515	515
176-5200	EXPENSES	227	0	150	150	150
		<u>727</u>	<u>515</u>	<u>665</u>	<u>665</u>	<u>665</u>
195	TOWN REPORT					
195-5200	EXPENSES	6,178	5,739	7,200	6,700	6,700
198	COMMUNITY/REC BUILDING					
198-5100	WAGES	5,630	5,798	0	0	0
198-5200	EXPENSES	2,511	2,387	6,020	2,653	3,653
198-5310	CONTRACT SERVICES - Cleaning				3,367	
		<u>8,141</u>	<u>8,185</u>	<u>6,020</u>	<u>6,020</u>	<u>3,653</u>
199	IRON RAIL PROPERTY					
199-5100	SALARY & WAGES (Salary @ \$8,172/yr + Additional Maint. @ \$68/yr)	5,086	7,974	8,485	8,680	8,840
199-5200	EXPENSES	34,353	11,756	9,300	6,600	6,600
199-5300	CONTRACT SERVICE				2,700	2,700
199-5800	CAPITAL	0	32,995	0	5,500	5,000
		<u>39,439</u>	<u>52,725</u>	<u>17,785</u>	<u>23,480</u>	<u>23,140</u>
	TOTAL GENERAL GOVERNMENT	<u>545,850</u>	<u>619,403</u>	<u>705,893</u>	<u>758,873</u>	<u>871,168</u>

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
PROTECTION OF PERSONS AND PROPERTY						
210	POLICE					
210-5100	SALARIES & WAGES (Chief @ \$74,522 - base/year + 300 longevity)	731,367	742,643	759,054	775,649	841,271
210-5200	EXPENSES	54,827	54,283	57,081	57,781	58,581
210-5800	CAPITAL	26,923	28,982	56,000	30,000	30,000
		<u>813,117</u>	<u>825,908</u>	<u>872,135</u>	<u>863,430</u>	<u>929,852</u>
220	FIRE					
220-5100	SALARIES & STIPENDS (Chief @ \$33,620/year) (Fire Prevention Officer @ \$9,614/year)	233,726	102,643	107,575	122,167	133,219
220-5110	ON-CALL WAGES		134,336	136,104	141,890	141,890
220-5200	EXPENSES	45,212	53,492	57,820	59,000	59,000
220-5700	TRAINING (Wages & Expenses)	29,004	37,059	41,899	42,725	42,725
220-5800	CAPITAL	0	0	0	0	0
		<u>307,942</u>	<u>327,530</u>	<u>343,398</u>	<u>365,782</u>	<u>376,834</u>
231	AMBULANCE SERVICE					
231-5300	CONTRACT SERVICES	34,749	36,480	39,110	40,283	38,980
241	BUILDING INSPECTOR					
241-5100	SALARIES (Building Inspector @ \$6,396/year) (Asst. Building Inspector @ \$1,600/year)	14,725	15,167	17,208	17,798	17,996
241-5200	EXPENSES	157	347	2,450	500	500
		<u>14,882</u>	<u>15,514</u>	<u>19,658</u>	<u>18,298</u>	<u>18,496</u>
243	PLUMBING & GAS INSPECTOR					
243-5100	SALARY (@ \$3,882/year)	3,500	3,605	3,713	3,806	3,882
243-5200	EXPENSES	384	300	425	425	425
		<u>3,884</u>	<u>3,905</u>	<u>4,138</u>	<u>4,231</u>	<u>4,307</u>
245	ELECTRICAL INSPECTOR					
245-5100	SALARY & WAGES (Electrical Inspector @ \$,579/year)	7,090	7,303	8,206	8,411	8,579
245-5200	EXPENSES	112	376	1,100	500	500
		<u>7,202</u>	<u>7,679</u>	<u>9,306</u>	<u>8,911</u>	<u>9,079</u>

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
249	MUNICIPAL FIRE ALARM SYSTEMS					
249-5200	EXPENSES	851	2,547	2,598	3,021	3,021
249-5300	CONTRACT SERVICE	2,651	1,956	2,933	2,676	2,676
249-5800	CAPITAL	0	6,995	0	0	0
		<u>3,502</u>	<u>11,498</u>	<u>5,531</u>	<u>5,697</u>	<u>5,697</u>
291	EMERGENCY MANAGEMENT SERVICE					
291-5200	EXPENSES	1,518	1,602	2,000	2,000	2,000
292	ANIMAL CONTROL					
292-5100	SALARIES (Animal Control Officer @ \$5,078/year) (Deer Officer @ \$2,122/year)	7,729	7,961	8,200	8,200	8,200
292-5200	EXPENSES	650	150	2,500	2,000	2,000
		<u>8,379</u>	<u>8,111</u>	<u>10,700</u>	<u>10,200</u>	<u>10,200</u>
294	TREE WARDEN					
294-5100	SALARY (@ \$1,315/year)	1,181	1,221	1,258	1,289	1,315
294-5200	EXPENSES	12,438	14,432	15,400	1,900	1,900
294-5300	CONTRACT SERVICE	1,500	9,675	11,200	24,700	24,500
294-5700	OTHER - Tree Planting/Replacement	2,000	305	2,000	2,000	2,000
		<u>17,119</u>	<u>25,633</u>	<u>29,858</u>	<u>29,889</u>	<u>29,715</u>
298	POLICE & FIRE STATION					
298-5100	SALARIES & WAGES					
298-5200	EXPENSES	18,873	19,628	21,000	19,000	17,850
298-5700	OTHER				4,029	0
298-5800	CAPITAL	14,115	9,916	9,300	0	0
		<u>32,988</u>	<u>29,544</u>	<u>30,300</u>	<u>23,029</u>	<u>17,850</u>
299	EMERGENCY COMMUNICATION CENTER					
299-5200	EXPENSES (Includes Administration Fee to Hamilton of \$10,416)	121,383	118,594	128,560	138,347	153,271
299-5700	OTHER	0	0	3,000	0	0
299-5800	CAPITAL			0	5,401	0
		<u>121,383</u>	<u>118,594</u>	<u>131,560</u>	<u>143,748</u>	<u>153,271</u>
TOTAL PROTECTION OF PERSONS & PROPERTY		<u>1,366,665</u>	<u>1,411,998</u>	<u>1,497,694</u>	<u>1,515,498</u>	<u>1,596,281</u>

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
<u>SCHOOLS</u>						
310	REGIONAL SCHOOL DISTRICT					
310-5200	ASSESSMENT - Wenham Share FY04 base \$4,370,288 + override \$121,543 = 4,491,831	3,398,597	3,944,651	4,196,091	4,491,831	4,762,661
315	SCHOOL DEBT					
315-5900	PRINCIPAL & INTEREST (1991 School Addition/Repairs)	42,659	41,976	43,227	44,576	65,857
315-5910	PRINCIPAL & INTEREST (1997 New Middle School)	218,367	218,003	220,247	218,072	231,515
315-5920	PRINCIPAL & INTEREST (2002 Boiler)			44,708	50,903	50,339
		261,026	259,979	308,182	313,551	347,711
	Total Hamilton/Wenham Regional School	3,659,623	4,204,630	4,504,273	4,805,382	5,110,372
320	REGIONAL VOCATIONAL SCHOOL DISTRICT					
320-5200	EXPENSES (WENHAM'S SHARE)	53,989	55,818	58,406	74,232	57,364
	TOTAL SCHOOLS	3,713,612	4,260,448	4,562,679	4,879,614	5,167,736
<u>DEPARTMENT OF PUBLIC WORKS</u>						
422	HIGHWAY DEPARTMENT					
422-5100	SALARIES & WAGES (DPW Director @ \$71,027/year) (Foreman @ \$25.04/hr-24/hrs + \$400 longevity) Foreman shared w/water dept. (Other Wages @ \$17.53 - 20.60/hour)	343,531	344,303	363,155	383,125	382,697
422-5200	EXPENSES	32,531	23,962	32,000	33,500	35,900
422-5700	STREET MAINTENANCE EXPENSE	36,864	58,749	50,900	60,200	60,200
422-5710	OTHER - SIDEWALKS/BIKE PATHS		16,800	16,800	16,800	16,800
422-5800	CAPITAL	81,766	8,525	55,000	24,000	45,000
		494,692	452,339	517,855	517,625	540,597
423	SNOW REMOVAL					
423-5100	WAGES	39,903	20,230	36,050	36,050	36,050
423-5200	EXPENSES	67,148	42,105	54,000	54,000	54,000
423-5800	CAPITAL	3,000	0	0	0	0
		110,051	62,335	90,050	90,050	90,050
424	STREET LIGHTING					
424-5200	EXPENSES	30,896	30,432	36,211	36,211	37,300

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429	VEHICLE MAINTENANCE					
429-5200	EXPENSES	43,135	32,758	33,000	38,500	38,500
		43,135	32,758	33,000	38,500	38,500
433	REFUSE COLLECTION AND DISPOSAL					
433-5200	EXPENSES	327,317	294,887	300,000	239,000	238,000
491	CEMETERY					
491-5100	SALARIES & WAGES (Bunal Agent - meetings @ \$37.57/wk)		2,000	1,868	1,915	1,954
491-5200	EXPENSES (Includes Bunal Agent Salary)	4,209	3,133	4,728	4,000	5,600
491-5700	OTHER - MEMORIAL DAY EXPENSE	350	500	500	500	500
491-5710	OTHER - VETERAN'S GRAVES EXPENSE	150	200	200	200	200
		4,709	5,833	7,296	6,615	8,254
495	GASOLINE & OIL					
950-5200	EXPENSES	28,363	34,928	36,590	44,090	44,090
		28,363	34,928	36,590	44,090	44,090
	TOTAL DEPARTMENT OF PUBLIC WORKS	1,039,163	913,512	1,021,002	972,091	996,791
	<u>HEALTH AND HUMAN SERVICES</u>					
510	BOARD OF HEALTH					
510-5100	SALARIES	1,885	1,942	2,120	2,120	2,120
	(Inspector of Animals @ \$2,000/year)					
	(Board Members - 3 @ \$40 each)					
510-5200	EXPENSES	8,003	8,299	10,500	2,800	2,800
510-5300	CONTRACT SERVICE - Health Agent @ \$50/hr				10,500	10,500
510-5700	OTHER - FY05 - Pleasant Pond Restoration	0	18,229	16,430	2,800	300
		9,888	28,470	29,050	18,220	15,720
541	COUNCIL ON AGING					
541-5100	SALARIES			2,600	2,600	1,360
541-5200	EXPENSES	3,218	2,895	3,930	3,930	8,000
		3,218	2,895	6,530	6,530	9,360

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542	COUNCIL ON AGING VAN					
542-5100	SALARIES				34,780	42,915
	Supervisor (19 hrs/wk @ \$14.28/hr)					
	Dispatcher & 2 Drivers (each @ 18hrs/wk @ \$10.20/hr)					
542-5200	EXPENSES				0	6,250
542-5300	CONTRACT SERVICES					
542-5800	CAPITAL					
	Note: COA Van program was funded for 6 months in FY04 via an override. This program is funded for 12 months in FY05.				34,780	49,165
543	VETERAN'S BENEFITS					
543-5200	EXPENSES	0	1,000	1,000	1,000	1,000
543-5700	REGIONAL DISTRICT ASSESSMENT	17,544	17,931	12,624	12,624	13,559
		17,544	18,931	13,624	13,624	14,559
	TOTAL HEALTH & HUMAN SERVICES	30,650	50,296	49,204	73,154	88,804
	<u>CULTURE and RECREATION</u>					
620	JOINT LIBRARY					
620-5100	SALARIES & WAGES		332,294			
5101	Director (Salary @ \$8,434/yr)			55,619	57,667	58,434
	Assistant Director				0	0
	Subtotal Administration			55,619	57,667	58,434
5102	Head Reference (@ \$30,712/year)			31,925	33,101	30,712
5103	Reference (@ \$29,196/year + \$100 longevity)			27,819	28,843	29,296
5104	Head Childrens (@ \$33,505/year + \$100 longevity)			31,925	33,201	33,605
5105	Childrens (@ \$30,260/year)			28,832	29,894	30,260
5106	Head of Circulation (@ \$33,505/yr + \$100 longevity)			31,925	33,201	33,605
5107	Administrative Assistant (@ \$29,196/year)			27,818	28,843	29,196
5108	Technical Services (@ \$39,998/year + \$400 longevity)			38,111	39,615	40,398
	Subtotal Professional			218,355	226,698	227,072
5110	Support Staff - 8Part-time Positions (\$11.31-\$12.92/hr)			74,955	83,216	58,951
	Custodian - 25hrs/wk. @ \$4.43/hr.					18,831
	2 Shelves @ 7 hrs/wk. @ \$8.04/hr.					5,876
	Subtotal Support				83,216	83,658
	Total Salaries		332,294	348,929	367,581	369,164

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620-5200	EXPENSES	12,217	183,693			
5201	Library Books			81,900	85,575	88,000
5202	Subscriptions & Periodicals			10,000	8,000	8,000
5203	Furniture & Equipment			2,000	500	600
5204	Technology			38,000	38,000	35,926
5205	General Supplies			13,200	14,000	12,100
5206	Memberships, Conference & Travel			3,200	3,500	1,000
5207	Programs			3,000	3,000	1,000
5208	Heat & Utilities			65,000	52,500	52,200
5209	Maintenance of Building & Grounds			5,500	12,145	19,420
5210	Other			3,000	0	0
	Total Expenses	12,217	183,693	224,800	217,220	218,246
620-5800	CAPITAL					0
	Total Capital					0
	TOTAL LIBRARY	12,217	515,987	573,729	584,801	587,410
640	JOINT RECREATION PROGRAM					
640-5200	OTHER - JT. RECREATION PROGRAM EXPENSE (Includes \$4,714 Administrative Fee to Hamilton)	27,979	36,615	42,505	45,115	52,206
		27,979	36,615	42,505	45,115	52,206
650	PARK DEPARTMENT					
650-5100	WAGES	596	0	4,000	6,500	6,650
650-5200	EXPENSES	769	2,370	3,244	3,000	6,350
650-5300	CONTRACT SERVICES	0	0	0	0	650
650-5700	OTHER	0	6,450	0	0	0
		1,366	8,820	7,244	9,500	13,650

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
691 691-5200	HISTORIC DISTRICT COMMISSION EXPENSES	0	220	300	300	300
692 692-5200	CABLE TV COMMITTEE EXPENSES	0	0	0	0	0
693 693-5100	TOWN CLOCK SALARY (Clockwinder)	950	979	1,008	1,008	1,038
		950	979	1,008	1,008	1,038
695 695-5200	MAPC TASK FORCE EXPENSES	0	0	500	500	500
699 699-5200	BAND EXPENSES	500	500	500	500	500
	TOTAL CULTURE AND RECREATION	43,011	563,121	625,786	641,724	655,604
	<u>FIXED CHARGES</u>					
911 911-5200 911-5210	RETIREMENT ESSEX REGIONAL RETIREMENT ASSESSMENT FORMER EMPLOYEE PENSION	175,452 2,288	226,230 2,288	255,136 2,300	250,144 2,300	276,119 2,300
		177,740	228,518	257,436	252,444	278,419
914 914-5200 914-5220	EMPLOYEE BENEFITS GROUP INSURANCE (Health & Life - Town Share) UNEMPLOYMENT	297,985 375	249,212 1,125	310,607 21,500	361,891 0	392,935 15,960
		298,360	250,337	332,107	361,891	408,895
916 916-5200	FICA / MEDICARE EXPENSES	37,311	42,700	31,700	25,000	27,000
945 945-5200 945-5201 945-5700	GENERAL INSURANCE EXPENSES EXPENSES - Town Hall Insurance DEDUCTIBLE FUND	56,119 0	64,319 0	75,600 1,000	85,473 1,000	91,393 11,000 1,000
		56,119	64,319	76,600	86,473	103,393
	TOTAL FIXED CHARGES	569,530	585,874	697,843	725,808	817,707

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
<u>TOWN DEBT - PRINCIPAL & INTEREST</u>						
710	PRINCIPAL					
710-5910-1	PRINCIPAL - ROAD CONSTRUCTION	80,000	80,000	25,000	0	0
710-5910-2	PRINCIPAL - FIRE ENGINE (Non-Debt Exclusion)	0	20,000	20,000	20,000	20,000
710-5910-3	PRINCIPAL - JOINT LIBRARY	0	69,000	70,000	70,000	70,000
710-5910-4	PRINCIPAL - LIBRARY LEASE/PURCHASE		20,000	20,000	20,000	20,000
710-5910-5	PRINCIPAL - TOWN HALL PROJ (\$244,000)				15,000	15,000
710-5910-6	PRINCIPAL - TOWN HALL / POLICE PROJECT				0	116,000
710-5910-7	PRINCIPAL - IRON RAIL BOILER					12,000
	Subtotal - Principal	80,000	189,000	135,000	125,000	253,000
751	INTEREST					
751-5915-1	INTEREST - ROAD CONSTRUCTION	10,120	5,800	1,400	0	0
751-5915-2	INTEREST - FIRE ENGINE (Non-Debt Exclusion)	11,613	12,449	9,383	8,583	7,783
751-5915-3	INTEREST - JOINT LIBRARY	7,347	127,186	54,058	51,258	48,458
751-5915-4	INTEREST - LIBRARY LEASE/PURCHASE		16,721	14,488	13,688	12,888
751-5915-5	INTEREST - TOWN HALL PROJ (\$244,000)				10,135	9,535
751-5915-6	INTEREST - TOWN HALL / POLICE PROJECT				72,555	145,152
751-5915-7	INTEREST - IRON RAIL BOILER					3,024
	Subtotal - Interest	29,080	162,156	79,329	156,219	226,840
	TOTAL TOWN DEBT	109,080	351,156	214,329	281,219	479,840
	Subtotal General Fund	7,417,560	8,755,808	9,374,430	9,847,981	10,673,931
<u>WATER DEPARTMENT (SPECIAL REVENUE FUND)</u>						
29	WATER DEPARTMENT					
29-5100	SALARIES & WAGES (Superintendent's Salary @ \$57,956/year + \$400 longevity) (Asst. Supt. @ \$25.04/hr-16 hrs/wk, shared w/ Highway) (Other Wages @ \$20.09/hour) (COMMISSIONERS' SALARIES 1 @ \$2, 2 @ \$1)	99,343	101,481	106,918	109,021	110,492
29-5200	EXPENSES	60,001	64,142	71,600	74,900	75,690
29-5300	CONTRACT SERVICE				12,640	27,440
29-5800	CAPITAL	23,079	31,758	44,300	42,000	48,000
	Subtotal Water Expense	182,423	197,381	222,818	238,561	261,622
	WATER TANK					
29-5925	PRINCIPAL		95,000	90,000	75,000	75,000
29-5926	INTEREST		75,620	71,820	58,085	70,085
	Subtotal Water Tank		170,620	161,820	133,085	145,085
	TOTAL WATER DEPARTMENT	182,423	368,001	384,638	371,646	406,707
	TOTAL ARTICLE 2	7,599,983	9,123,809	9,759,068	10,219,627	11,080,638

ITEM NO.	ITEM	Actual 7/1/2000 6/30/2001	Actual 7/1/2001 6/30/2002	Actual 7/1/2002 6/30/2003	Budgeted 7/1/2003 6/30/2004	Recommended 7/1/04 6/30/05
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SUMMARY OF ARTICLE 2 AS SHOWN ON RECAP SHEET

WAGES	2,529,123
EXPENSES	8,423,515
CAPITAL	128,000
TOTAL ARTICLE 2	11,080,638

ANNUAL TOWN MEETING SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTES (continued)

ARTICLE FOUR Cemetery and Other Trust Funds

To accept the Cemetery and other Trust Funds received in FY2004, as printed in Part I of the Town Reports, and on file with the Town Clerk.

MOTION THE FINANCE AND ADVISORY COMMITTEE MOVES THAT THE TOWN VOTE TO ACCEPT THE CEMETERY AND OTHER TRUST FUNDS RECEIVED IN FY2004, AS PRINTED IN PART I OF THE TOWN REPORTS, AND ON FILE WITH THE TOWN CLERK.

MOVED AND SECONDED BY DAVID BONNETTE, FINANCE AND ADVISORY COMMITTEE MEMBER

SIMPLE MAJORITY REQUIRED

QUORUM: 5% OF 2457 (123)

PRESENT: 267

VOTER CARDS

NO TELLERS

MOTION DECLARED PASSED BY UNANIMOUS VOTE

ARTICLE FIVE Road Work - Chapter 90 Funding

To vote from available funds under Chapter 246B of the Acts of 2002, the sum of \$76,824 for work on Town Roads, subject to conditions detailed by the Massachusetts Highway Department, pursuant to Chapter 30, Section 39M; Chapter 149, Section 44J; Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Highway Department.

MOTION THE FINANCE AND ADVISORY COMMITTEE MOVES THAT THE TOWN VOTE TO APPROPRIATE FROM AVAILABLE FUNDS UNDER CHAPTER 246 OF THE ACTS OF 2002, THE SUM OF \$76,824 FOR WORK ON TOWN ROADS, SUBJECT TO CONDITIONS DETAILED BY THE MASSACHUSETTS HIGHWAY DEPARTMENT, PURSUANT TO CHAPTER 30, SECTION 39M; CHAPTER 149, SECTION 44J; CHAPTER 149, SECTION 26-27F; SAID WORK TO CONFORM TO THE REQUIREMENTS OF THE MASSACHUSETTS HIGHWAY DEPARTMENT.

MOVED AND SECONDED BY SCOTT SPEARING, FINANCE AND ADVISORY COMMITTEE MEMBER

SINPLE MAJORITY REQUIRED

QUORUM: 5% OF 2457 (123)

PRESENT: 267

VOTER CARDS

NO TELLERS

MOTION DECLARED PASSED BY UNANIMOUS VOTE

ARTICLE SIX Senior Tax Relief

To see if the Town will accept the provisions of G.L. Ch. 59, Section 5, last paragraph, to increase the annual exemption pursuant to clause Seventeenth D by an amount not to exceed the increase in the cost of living as determined by the Consumer Price Index for each year, effective commencing in FY04, and accept the provisions of G.L. Ch. 59, Sec. 5, clause Seventeenth E providing for an annual increase in the amount of exemption pursuant to clause Seventeenth D; or to take any other action relative thereto.

MOTION THE BOARD OF SELECTMEN MOVES THAT THE TOWN VOTE TO ACCEPT THE PROVISIONS OF MGL CHAPTER 59, SECTION 5, CLAUSE SEVENTEENTH E PROVIDING FOR AN ANNUAL INCREASE IN THE AMOUNT OF EXEMPTION PURSUANT TO CLAUSE SEVENTEENTH D BY AN AMOUNT NOT TO EXCEED THE INCREASE IN THE COST OF LIVING AS DETERMINED BY THE CONSUMER PRICE INDEX FOR EACH YEAR, EFFECTIVE IN FY 2004.

ANNUAL TOWN MEETING SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTES (continued)

ARTICLE SIX Senior Tax Relief (continued)

MOVED AND SECONDED BY DONALD PICKARD, SELECTMAN

SIMPLE MAJORITY REQUIRED

QUORUM: 5% OF 2457 (123)

PRESENT: 267

VOTER CARDS

NO TELLERS

MOTION DECLARED PASSED BY UNANIMOUS VOTE

ARTICLE SEVEN Lord's Hill Water Tank Painting

To see if the Town will vote to approve the painting of the Lord's Hill Water tank and to authorize that a sum of money not to exceed \$350,000 under General Laws, Chapter 44 as a general obligation of the town, the principal, interest, and cost of which, however, are to be paid by the water rates; or take any other action in relation thereto.

MOTION THE WATER COMMISSION MOVES THAT THE TOWN VOTE TO APPROVE THE PAINTING OF THE LORD'S HILL WATER TANK UNDER THE SUPERVISION OF THE WATER COMMISSIONERS AND TO AUTHORIZE THE TREASURER, WITH THE APPROVAL OF THE BOARD OF SELECTMEN, TO BORROW A SUM OF MONEY NOT TO EXCEED \$350,000 UNDER GENERAL LAWS CHAPTER 44, SECTION 8 FOR THIS PURPOSE AS A GENERAL OBLIGATION OF THE TOWN, THE PRINCIPAL, INTEREST, AND COST OF WHICH, HOWEVER, ARE TO BE PAID BY THE WATER RATES.

DISCUSSION

Question: What would be the cost simply to replace the tank?

Answer: \$1,000,000

Question: What will be the cost added on to water bills over the next ten years?

Answer: Twelve percent (12%) will be added to water bills over the next ten years.

2/3 MAJORITY REQUIRED

QUORUM: 5% OF 2457 (123)

PRESENT: 267

MOVED AND SECONDED BY DONALD A. FINOCCHIO, WATER BOARD COMMISSIONER

VOTER CARDS

MOTION DECLARED PASSED WITH ONE VOTE IN THE NEGATIVE

ARTICLE EIGHT Tax Bill Contribution Options - Town Scholarships

To see if the Town will vote to accept the provisions of MGL Chapter 60, Section 3C which authorizes a Town to designate a place on a tax bill issued or administered by the Town whereby taxpayers of the Town may voluntarily donate to a Town Scholarship Fund, the purposes of which shall be to provide educational financial aid to deserving town residents selected by a scholarship committee consisting of the Superintendent of the Hamilton-Wenham Regional School District (or the Superintendent's designee) and at least four residents of the town appointed by the Board of Selectmen; or to take any other action thereto.

MOTION THE BOARD OF SELECTMEN MOVES THAT THE TOWN VOTE TO ACCEPT THE PROVISIONS OF MGL CHAPTER 60, SECTION 3C, TO ESTABLISH A TOWN SCHOLARSHIP FUND, THE PURPOSES OF WHICH SHALL BE TO PROVIDE EDUCATIONAL FINANCIAL AID TO DESERVING TOWN RESIDENTS AND A TOWN EDUCATION FUND, THE PURPOSE OF WHICH SHALL

ANNUAL TOWN MEETING SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTES (continued)

ARTICLE EIGHT Tax Bill Contribution Options - Town Scholarships (continued)

BE TO PROVIDE SUPPLEMENTAL EDUCATIONAL FUNDING FOR LOCAL EDUCATION NEEDS, AND TO AUTHORIZE THE ASSESSORS AND THE COLLECTOR-TREASURER TO IMPLEMENT A VOLUNTARY DONATION TAX BILL MECHANISM TO ENABLE CITIZENS TO CONTRIBUTE TO THE EDUCATION FUND, ALL AS PROVIDED IN SAID SECTION 3C.

MOVED AND SECONDED BY THOMAS TANOUS, SELECTMAN

SIMPLE MAJORITY REQUIRED
QUORUM: 5% OF 2457 (123)
PRESENT: 267

It should be noted that the Scholarship Fund is for Wenham residents only. The Education Fund is for Hamilton and Wenham residents.

VOTER CARDS
NO TELLERS

MOTION DECLARED PASSED BY TEN TO ONE IN FAVOR

ARTICLE NINE Tax Bill Contribution Options - Elderly and Disabled Relief

To see if the Town will vote to accept the provisions of MGL Chapter 60, Section 3D which authorizes a town to designate a place on a tax bill issued or administered by the Town whereby taxpayers of the Town may voluntarily donate to a Town Aid to Elderly and Disabled Taxation Fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income selected by a Taxation Aid Committee comprised of the chairman of the Board of Assessors, the Town Treasurer, and three residents of the town appointed by the Board of Selectmen; or to take any other action relative thereto.

MOTION THE BOARD OF SELECTMEN MOVES THAT THE TOWN VOTE TO ACCEPT THE PROVISIONS OF MGL CHAPTER 60, SECTION 3D, TO ESTABLISH AN AID TO ELDERLY AND DISABLED TAXATION FUND FOR THE PURPOSE OF DEFRAYING THE REAL ESTATE TAXES OF ELDERLY AND DISABLED PERSONS OF LOW INCOME, AND TO AUTHORIZE THE ASSESSORS AND THE COLLECTOR-TREASURER TO IMPLEMENT A VOLUNTARY DONATION TAX BILL MECHANISM TO ENABLE CITIZENS TO CONTRIBUTE TO THIS FUND, ALL AS PROVIDED IN SAID SECTION 3D.

MOVED AND SECONDED BY PETER HERSEE, CHAIRMAN, BOARD OF SELECTMEN

SIMPLE MAJORITY REQUIRED
QUORUM: 5% OF 2457 (123)
PRESENT: 267

VOTER CARDS
NO TELLERS

MOTION DECLARED PASSED WITH SOME OPPOSITION

ARTICLE TEN Underground Petroleum Storage Bylaw

To see if the Town will vote to adopt a Zoning Bylaw of the Town of Wenham for the regulation of underground petroleum storage tanks (UST), in the form which is on file with the Town Clerk and available for inspection, to protect, preserve and maintain the existing and potential groundwater supply and groundwater recharge areas within the Town of Wenham from contamination by oil or hazardous materials by requiring that owners of properties located within the Zone II of the Wenham

ANNUAL TOWN MEETING SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTES (continued)

ARTICLE TEN Underground Petroleum Storage Bylaw (continued)

public water supply and the Aquifer Protection District register their UST with the Wenham Fire Department, and to test all tanks older than 15 years, or for which there is no information on the date of installation, on an annual basis by a licensed company at the expense of the property owner, and to remove the UST in accordance with state requirements if the UST fails, and also to prohibit installation of new single-wall USTs within the Zone II and Aquifer Protection District; or take any other action relative thereto.

MOTION THE BOARD OF SELECTMEN AND THE PLANNING BOARD [in conjunction with the Board of Water Commissioners and the Board of Fire Engineers] MOVE THAT THE TOWN VOTE TO ADOPT AN UNDERGROUND PETROLEUM STORAGE BYLAW, IN THE FORM ON FILE WITH THE TOWN CLERK, AS NEW SECTION XX AMENDING THE WENHAM PROTECTIVE ZONING BYLAW, AND TO AUTHORIZE THE CLERK TO SPREAD A COPY OF THE SAME ON THE MINUTES OF THIS MEETING TO EVIDENCE ITS ADOPTION BY TOWN MEETING.

TOWN OF WENHAM

UNDERGROUND PETROLEUM STORAGE BYLAW

Section 1: Authority

This bylaw is adopted by the Town of Wenham under its home rule powers, its police powers to protect the public health, safety, and welfare, and its authorization under MGL c.40, 21.

Section 2: Purpose

The purpose of this bylaw is to protect, preserve and maintain the existing and potential groundwater supply and groundwater recharge areas within the Town of Wenham from contamination. Nothing in this bylaw shall be construed as inconsistent with, or in interference with the authority vested upon the Wenham Fire Chief under MGL c.148, or any rules and regulations adopted pursuant thereto.

Section 3: Definitions

The following definitions shall apply in the interpretation and implementation of this bylaw.

- 3.1 "Abandoned" means being out of service for a period of 180 days.
- 3.2 "Discharge" means the disposal, deposit, injection, dumping, spilling, leaking, incineration, or placing of any hazardous material or any constituent thereof into or on any land or water so that such material may enter the environment or be emitted into the air or discharged into any waters, including groundwater.
- 3.3 "Hazardous materials" means any substance or combination of substances which, because of quantity, concentration, or physical, chemical or infectious characteristics, poses a significant, present or potential hazard to water supplies or human health if disposed into or on any land or water in the Town of Wenham. Any substance deemed a hazardous waste under Section 3001 of the Resource Conservation and Recovery Act of 1976, as amended, 40 CFR, part 261, shall also be deemed a hazardous material for the purpose of this bylaw.
- 3.4 "Leak" means any uncontrolled movement, measured by a testing method accurate to 0.05 gallons per hour, of any hazardous material out of a tank or its components, or any controlled movement of water into a tank or its components.

ARTICLE TEN Underground Petroleum Storage Bylaw (continued)

is a substantial likelihood of a leak equal to or greater than 0.05 gallons per hour in the inner wall of a double-walled tank, that tank shall be removed within 72 hours following confirmation of the test results. Nothing in this bylaw shall relieve any person from the requirements established in MGL c. 21E or 310 CMR 40.0000 et seq.

- 4.4 All underground tanks located within the Zone II and/or Aquifer Protection District shall be subject to mandatory testing 15 years after the date of installation, and annually thereafter. If the evidence of the date of installation is not available, all such tanks shall be tested annually, effective upon adoption of this bylaw. The first annual test shall be completed within 12 months of adoption of this bylaw. Owners may demonstrate to the Fire Chief that such tests are not appropriate when, after showing to the Fire Chief of monitoring devices, double-walled construction, or equivalent safety precautions, the Fire Chief determines that the underground tank does not represent a threat to ground or surface water quality. Such waivers shall be required annually.

Nothing in this subsection shall be construed to replace or supercede the testing requirements of MGL c. 148 or 527 CMR 9.00, et seq. as amended

The provisions of this Section shall apply only within the Aquifer Protection District of the Town of Wenham and/or Zone II within the Town of Wenham.

Section 5: Abandonment

- 5.1 All abandoned tanks shall be removed within 6 months of abandonment.

Section 6: Defects

- 6.1 All leaking tanks must be emptied by the owner or operator within twelve hours after detection of the leak, and the tank removed by the owner or operator in accordance with Section 4.3 above.

Section 7: Enforcement

- 7.1 The Fire Chief or his agent, and agents of the Board of Water Commissioners may enter upon privately-owned property for the purpose of performing his duties under this bylaw.
- 7.2 Each day or portion thereof during which a violation continues shall constitute a separate offense; if more than one violation exists, each condition shall constitute a separate offense. Upon the request of the Fire Chief, the Board of Selectmen shall take such legal action as necessary to enforce this bylaw.

Section 8: Severability

The validity of any portion or provision of this bylaw shall not invalidate any other portion or provision thereof.

[The above is the version of the bylaw approved by the State Attorney General.]

2/3 MAJORITY REQUIRED

QUORUM: 5% OF 2457 (123)

PRESENT: 267

MOVED AND SECONDED BY DAVID E. GEIKIE, CHAIRMAN OF THE PLANNING BOARD

VOTER CARDS AND TELLERS

YES: 210 NO: 5

MOTION DECLARED PASSED BY THE REQUIRED 2/3 MAJORITY

ARTICLE TEN Underground Petroleum Storage Bylaw (continued)

- 3.5 "Out of Service" shall mean not in use, with no regular filling or drawing; or not being maintained, without adherence to the requirements of this bylaw; or uncontrolled, without being attended or secured; or any combination thereof.
- 3.6 "Tank" means any structure used, or designed to be used, for the storage of hazardous materials of any kind.
- 3.7 "Underground Tank or Storage: shall mean any storage containment systems including piping connection therewith, which meets at least one of the following criteria:
- a. The top of which is located below ground; or
 - b. Any portion of which is four feet or more below ground. Underground Tank or Storage shall not include the storage of fuel oil for heating purposes in a freestanding container within a building.
- 3.8 "Water Supply Recharge Area" means those areas designated as the Aquifer Protection District as depicted on a map prepared by Hancock Survey, entitled "Aquifer Protection District Map", dated March 1990. The water supply recharge areas are those areas that supply drinking water directly or indirectly to the public water supply for the Town of Wenham.
- 3.9 "Zone II" means that the area of an aquifer which contributes water to a well under the most severe pumping and recharge conditions that can be realistically anticipated, as approved by the Massachusetts Department of Environmental Protection's Division of Water Supply pursuant to 310 CMR 22.00 et seq.

Section 4: Underground Storage Tanks

- 4.1 Installation of single wall underground storage tanks within the boundaries of the Aquifer Protection District and/or Zone II is prohibited.
- 4.2 All owners of underground storage tanks containing hazardous materials, in any quantity, including owners of buried fuel oil storage tanks, shall file with the Fire Chief the following information within one year of the adoption of this bylaw:
- a. Name, address and telephone numbers (day and night) of the owner or operator
 - a. The size of the tank and of what material is it made;
 - b. The type of tank construction, and indication of any leak detection methods in place;
 - b. The type of hazardous material being stored and quantity;
 - c. The location of each tank on the premises, complete with sketched map;
 - d. The age of each tank, evidence of the date of installation, including any permits, if applicable;
 - e. Description of any previous leaks or spills, including approximate dates, causes, estimated amounts and repairs undertaken; and
 - f. The date and method of the most recent tank tightness test.
- 4.3 Owners of tanks located within the Zone II and/or Aquifer Protection District, for which evidence of installation date is not available shall, at the order of the Fire Chief, have such underground tank and systems tested, in accordance with section 4.3 herein. If the testing determines that the tank is not product tight, as established by a tank test conducted in conformance with the methodology prescribed for that test which indicates: (1) there is a substantial likelihood of a leak equal to or greater than 0.05 gallons per hour in a single-walled tank; or (2) there

ANNUAL TOWN MEETING SATURDAY, MAY 1, 2004 (continued)

CERTIFICATION OF VOTES (continued)

ARTICLE ELEVEN Operating Budget - Regional School District

To see if the Town will vote to raise and appropriate a sum of money, contingent upon the passage of a referendum question pursuant to Massachusetts General Laws, Chapter 59, Section 21C(g), and also contingent upon the Town of Hamilton appropriating its proportionate share, to be added to the portion of Article 2 for the \$20,510,326 annual operating expenses of the Hamilton Wenham Regional School District to meet the Town's share of the total operating budget of the District which is approved and funded by the Town of Wenham, or to take any other action thereon. The ballot vote on approval of this appropriation will take place on Thursday, May 13, 2004, at the Buker School, from 7:00AM to 8:00PM on the following question: "Shall the Town of Wenham be allowed to assess an additional \$255,119 in real estate and personal property taxes for the purposes of paying Wenham's share of the total authorized annual operating expenses of the Hamilton-Wenham Regional School District in excess of the portion approved under Article 2, for the fiscal year beginning on July 1, 2004?"

MOTION THE SCHOOL COMMITTEE MOVES THAT THE TOWN RAISE AND APPROPRIATE \$255,119, CONTINGENT UPON THE PASSAGE OF A REFERENDUM QUESTION PURSUANT TO MASSACHUSETTS GENERAL LAWS CHAPTER 59, SECTION 21C(G), AND ALSO CONTINGENT UPON THE TOWN OF HAMILTON APPROPRIATING ITS PROPORTIONATE SHARE, TO BE ADDED TO THE PORTION OF ARTICLE 2 ALLOCATED FOR ANNUAL OPERATING EXPENSES OF THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT TO MEET THE TOWN'S SHARE OF THE TOTAL OPERATING BUDGET OF THE DISTRICT WHICH IS APPROVED AND FUNDED BY THE TOWN OF WENHAM. THE BALLOT VOTE ON APPROVAL OF THIS APPROPRIATION WILL TAKE PLACE ON THURSDAY, MAY 13, 2004, AT THE BUKER SCHOOL, FROM 7:00AM TO 8:00PM ON THE FOLLOWING QUESTION: "SHALL THE TOWN OF WENHAM BE ALLOWED TO ASSESS AN ADDITIONAL \$255,119 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSES OF PAYING WENHAM'S SHARE OF THE TOTAL AUTHORIZED ANNUAL OPERATING EXPENSES OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT IN EXCESS OF THE PORTION APPROVED UNDER ARTICLE 2, FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2004?"

The Finance and Advisory Committee recommends favorable action.
The Board of Selectmen recommends favorable action.

2/3 MAJORITY REQUIRED
QUORUM: 5% OF 2457 (123)
PRESENT: 267

VOTER CARDS
NO TELLERS

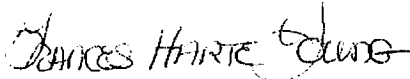
MOTION DECLARED PASSED WITH TWO VOTES IN THE NEGATIVE

ARTICLE TWELVE Other Business

To act on any other business that may legally come before this meeting.

Election results were announced.

There being no further business, it was moved, seconded and voted unanimously to adjourn to the May 13, 2004 Override Election.

ATTEST: 
Frances Harte Young, Wenham Town Clerk

ACCEPTANCE OF WARRANT ARTICLE TEN ZONING BYLAW CHANGE
Underground Petroleum Storage

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

RE: Wenham Annual Town Meeting of May 1, 2004 - Case #3104
 Warrant Article #10 (Zoning)

ARTICLE 10 - I return with the approval of the Office the amendments to the town by-laws adopted under this Article on the warrant for the Wenham annual town meeting that convened on May 1, 2004, except as provided below.

The amendments adopted under Article 10 add a new Underground Petroleum Storage By-law to the town's zoning by-laws. We point out that a number of state laws and regulations pertain to the removal of underground storage tanks and also to the cleanup of leaks from underground storage tanks.

Under G.L. c. 21E, the Massachusetts Superfund statute, responsibility and liability are imposed for releases of hazardous material and oil and other petroleum products. The Department of Environmental Protection has also adopted a comprehensive set of regulations at 310 C.M.R. Section 40.0000 et seq pertaining to the reporting of releases, cleanup procedures, and liability of responsible parties. The statutory definition for hazardous material in Section 2 of Chapter 21E explicitly excludes "oil" and provides as follows:

"Hazardous material", material including but not limited to, any material, in whatever form, which, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, welfare, or to the environment, when improperly stored, treated, transported, disposed of, used, or otherwise managed. The term shall not include oil. The term shall also include all those substances which are included under 42 USC Sec. 9601 (14), but it is not limited to those substances.

Section 2 of G.L.c.21E defines "oil" as follows:

"Oil", insoluble or partially soluble oils of any kind or origin or in any form, including, without limitation, crude or fuel oils, lube oil or sludge, asphalt, insoluble or partially insoluble derivatives of mineral, animal or vegetable oils. The term shall not include waste oil, and shall not include those substances which are included in 42 USC Sec.9601(14).

These definitions are important because the type of release determines who is responsible and liable for the cleanup under state law. See, G.L.c.21E, Section 5. The proposed by-law is titled "Underground Petroleum Storage By-law;" but, nowhere in the proposed by-law is the term oil or petroleum defined. However, the proposed by-law defines "hazardous materials," which seem to include oil and petroleum products. Thus, the proposed by-law seems to treat the release of hazardous materials and oil and petroleum products in the same way. While such difference does not result in any facial inconsistency with state law, we caution the town that nothing in the proposed by-law relieves an owner of an underground storage tank from complying with applicable state and federal laws on the same subject, including G.L.c.21E and 310C.M.R. Section 40.0000 et seq. We therefore caution the town that great care must be given to apply the proposed by-law in a manner consistent with G.L.c.21E and 310 C.M.R. section 40.0000 et seq.

CERTIFICATION OF VOTES (continued)

ARTICLE ELEVEN Operating Budget - Regional School District

ACCEPTANCE OF WARRANT ARTICLE TEN ZONING BYLAW CHANGE (continued)
Underground Petroleum Storage

We next call the town's attention to the Department of Fire Service's regulations adopted under 527C.M.R. Section 9.00 of 527 C.M.R. pertains to the design, construction, installation, testing, and maintenance of tanks and containers, including underground storage tanks. Section 9.02 of 527 C.M.R. defines terms used in 527 C.M.R. Section 9.00. Specifically, Section 9.02 includes a definition for "Hazardous Substance" and provides as follows:

Hazardous Substances are regulated substances as defined in section 101(14) of the Federal Comprehensive Environmental Response, Compensation and Liability Act of 1980 and 40CFR Part 302. (This term does not include any substance regulated as a hazardous waste under Subtitle C of the Federal Resource Conservation and Recovery Act and 40CFR Part 261).

Section 9.02 also includes a definition for Underground Storage Tank and provides as follows:

Underground Storage, Underground Storage Tank, UST, where 10% or more of the tank volume and piping is buried below the ground surface but which shall not include storage in a freestanding container within a building or underground storage tanks described in 527 CMR 9.07(N)(2),(3),(8),(11),(12),(13),(14),(16) and (17).

Section 3, "Definitions," of the proposed by-law defines the phrase "Hazardous materials" and provides as follows:

[A]ny substance or combination of substances which, because of quantity, concentration, or physical, chemical or infectious characteristics, poses a significant present or potential hazard to water supplies or human health if disposed into or on any land or water in the Town of Wenham. Any substance deemed a hazardous waste under Section 3001 of the Resource Conservation and Recovery Act of 1976, as amended, 40CFR, part 261, shall also be deemed a hazardous material for the purpose of this bylaw.

Section 3 of the proposed by-law also defines the phrase "Underground Tank or Storage" and provides as follows:

[A]ny storage containment systems including piping connection therewith, which meets at least one of the following criteria:

- a. The top of which is located below ground; or
- b. Any portion of which is four feet or more below ground. Underground Tank or Storage shall not include the storage of fuel oil for heating purposes in a freestanding container within a building.

The definitions of hazardous materials and underground storage tank in the proposed by-law are not the same as the definitions in 527 C.M.R. Section 9.02. While such differences do not result in any facial inconsistency with state law, we again caution the town that nothing in the proposed by-law relieves an owner of an underground storage tank from complying with other applicable state and federal laws, including 527 C.M.R. Section 9.00 et seq.

We next call the town's attention to Section 5, "Abandonment," which provides as follows:

5.1 All abandoned tanks shall be removed within 6 months of abandonment.

We point out that Section 5.1 is vague. It is unclear who must remove abandoned tanks; is it the town, the property owner on which the abandoned tank is located, or the owner of the abandoned tank? The town may wish to clarify this at a future town meeting.

ACCEPTANCE OF WARRANT ARTICLE TEN ZONING BYLAW CHANGE (continued)
Underground Petroleum Storage

We also call the town's attention to Section 7, "Enforcement," which would provide as follows:

7.1 The Fire Chief or his agent, and agents of the Board of Water Commissioners may enter upon privately-owned property for the purpose of performing his duties under this bylaw.

7.2 Any person who violated any provision of this bylaw shall be punished by a fine of not more than \$1000.00. Each day or portion thereof during which a violation continues shall constitute a separate offence. Upon the request of the Fire Chief, the Board of Selectmen shall take such legal action as necessary to enforce this bylaw.

(Emphasis added.)

We disapprove and delete the above-underlined text from Section 7.2 of the proposed by-law amendment because it is inconsistent with G.L.c.40, Section 21.
[Disapproval #1 of 1]

General Laws, Chapters 40, Section 21, recognizes the power of a town to impose penalties for violations of general by-laws. However, the maximum penalty allowed under G.L.c.40, Section 21, is \$300. Any penalty imposed greater than \$300 would be inconsistent with G.L.c.40, Section 21. The above-underlined text of Section 7.2 of the proposed by-law would authorize the town to impose a fine of \$1,000 for violations of the proposed by-law. This exceeds the \$300 fine allowed under G.L.c.40, Section 21. For this reason, we disapprove and delete the above-underlined text in Section 7.2.

Next, we call the town's attention to Section 7.1. In approving Section 7.1, we remind the town that the above-quoted text must be interpreted and applied in a manner consistent with the Constitution and laws of the Commonwealth. We remind the town that the Fire Chief, his agents, and agents of the Board of Water Commissioners do not have the authority under the proposed by-law to enter upon private property to inspect for violations of the law or conduct warrantless searches of private property without permission of the owner. Commonwealth v. John G. Grant and Sons Co., Inc., 403 Mass.151, 159-160 (1988). When entry upon private property is necessary or appropriate for the investigation of an apparent or suspected violation of the by-law, it would be necessary for the Fire Chief, his agents and agents of the Board of Water Commissioners to obtain an administrative search warrant to do so in the absence of express permission by the owner or other lawful means. The town may wish to discuss this issue in more detail with town counsel.

Lastly, in approving the proposed by-laws, we call your attention to G.L. c. 148, Section 9. General Laws Chapter 148, Section 9, authorizes towns to enact by-laws regulating blasting operations, or the use, handling, transportation and storage of explosives and inflammable materials. By-laws regulating blasting operations or dynamite or gunpowder must be submitted to the Massachusetts Board of Fire Regulations within ten days after passage for the Board's approval. A copy of all by-laws regulating storage and transportation of inflammable liquids, such as underground storage tank by-laws, must be submitted to the Board, although the Board's approval is not required. Therefore, we suggest that the town discuss with town counsel whether or not the town must comply with the requirements of G.L.c.148, Section 9.

Very truly yours,
Signed: THOMAS F. REILLY, ATTORNEY GENERAL
by: Kelli E. Gunagan, Assistant Attorney General

ATTEST: *Frances Harte Young*
Frances Harte Young
Town Clerk

SPECIAL OVERRIDE ELECTION
Regional School District Operating Expense
THURSDAY, MAY 13, 2004

For a copy of the Warrant for the override election, please refer to pages 261-263.

BALLOT ACCOUNTING

BALLOT BOX REGISTRATION	727
Number of Regular Ballots Cast	697
Number of Absentee Ballots Cast	30

COUNT OF REGULAR BALLOTS	
Ballots furnished	1500
Ballots cast	727
Ballots spoiled	0
Ballots for test	5
Ballots unused	768
TOTAL REGULAR BALLOTS ACCOUNTED FOR	1500

COUNT OF ABSENTEE BALLOTS	
Ballots furnished	100
Ballots cast	30
Ballots rejected	2
Ballots unreturned	3
Ballots for test	4
Ballots unused	61
TOTAL ABSENTEE BALLOTS ACCOUNTED FOR	100

CERTIFICATION OF VOTE

QUESTION 1

Shall the Town of Wenham be allowed to assess an additional \$255,119 in real estate and personal property taxes for the purposes of paying Wenham's share of the total authorized annual operating expenses of the Hamilton-Wenham Regional School District in excess of the portion approved under Article 2, for the fiscal year beginning on July 1, 2004?

YES	540
NO	181
BLANKS	6
TOTAL	727

ATTEST:

Frances Harte Young
Wenham Town Clerk

TOWN OF HAMILTON CERTIFICATION OF VOTE

May 14, 2004

The following is a Certification of the Vote taken at the Annual Town Election for the Town of Hamilton, held May 13, 2004 at the Winthrop School.

BALLOT QUESTION #1

Shall the Town of Hamilton be allowed to assess an additional \$581,612 in real estate and personal property taxes for the purposes of funding

SCHOOL OPERATING BUDGET OVERRIDE ELECTION THURSDAY, MAY 13, 2004 (continued)

CERTIFICATION OF HAMILTON VOTE (continued)

Hamilton's apportioned share of the net operating cost of the Hamilton-Wenham Regional School District for the fiscal year beginning July 1, 2004?

Yes 1,041

No 808

Blanks 6

Total 1,855

A TRUE COPY: ATTEST:

Signed: Jane M. Wetson, Hamilton Town Clerk

DISSOLUTION OF WENHAM ANNUAL TOWN MEETING

Tuesday, May 18, 2004, 8:48PM

Present: Moderator Paul Weaver, Town Clerk Frances Young, Selectmen Donald Pickard, Peter Hersee, Thomas Tanous

At a regularly scheduled and posted meeting of the Wenham Board of Selectmen, Tuesday, May 18, 2004, Moderator Paul Weaver declared the Annual Meeting back in session for the purpose of dissolution. The Override Election having been conducted and concluded on Thursday, May 13, 2004, and there being no further business to come before the meeting, Moderator Weaver called for a motion to dissolve. Peter Hersee so moved and the board seconded. At 8:49PM the 2004 Annual Town Meeting was declared dissolved.

ATTEST:

Frances Young
Frances Harte Young, Town Clerk



COMMONWEALTH OF MASSACHUSETTS
William Francis Galvin
Secretary of the Commonwealth

SS.

To either of the Constables of the Town of Wenham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at

PRECINCT ONE

BESSIE BUKER SCHOOL AUDITORIUM

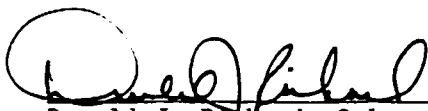
on TUESDAY, THE FOURTEENTH DAY OF SEPTEMBER, 2004, from 7:00AM to 8:00PM for the following purpose:

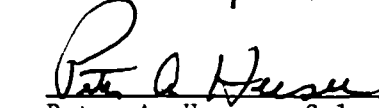
To cast their votes in the State Primary for the candidates of political parties for the following offices:

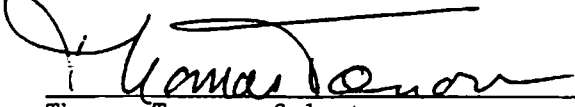
REPRESENTATIVE IN CONGRESS	Sixth Congressional District
COUNCILLOR	Fifth District
SENATOR IN GENERAL COURT	First Essex and Middlesex District
REPRESENTATIVE IN GENERAL COURT	Fourth Essex District
SHERIFF	Essex County

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.


Given under our hands this 17th day of August, 2004.
(day) (month)


Donald J. Pickard, Selectman


Peter A. Hersee, Selectman


Thomas Tanous, Selectman

To be posted on the Bulletin Board at the corner of Friend Court and Main Street; at the Four Corners of Walnut Road, Larch Row and Dodge's Row; at the corner of Topsfield Road, Cherry Street and Maple Street; and at the corner of Hull Street.


Constable 08-25-04
Month, day and year

STATE PRIMARY ELECTION
TUESDAY, SEPTEMBER 14, 2004

BALLOT ACCOUNTING

BALLOT BOX REGISTRATION		130
REGULAR BALLOTS CAST	112	
(Democratic and Republican)		
ABSENTEE BALLOTS CAST	18	
LIBERTARIAN PAPER BALLOTS CAST	0	
GREEN RAINBOW PAPER BALLOTS CAST	0	
TOTAL BALLOTS CAST		130

DEMOCRATIC STATE PRIMARY ELECTION
Ballot Accounting

REGULAR BALLOTS FURNISHED	1050
REGULAR BALLOTS CAST	36
SPOILED BALLOTS	0
PROVISIONAL BALLOTS NOT CAST	0
TEST BALLOTS	4
UNUSED BALLOTS	1010
TOTAL REGULAR DEMOCRATIC BALLOTS ACCOUNTED FOR	1050

ABSENTEE BALLOTS FURNISHED	25
ABSENTEE BALLOTS CAST	6
SPOILED BALLOTS	0
REJECTED BALLOTS	0
PROVISIONAL BALLOTS NOT CAST	0
UNRETURNED BALLOTS	4
TEST BALLOTS	2
UNUSED BALLOTS	13
TOTAL ABSENTEE BALLOTS ACCOUNTED FOR	25

REPUBLICAN STATE PRIMARY ELECTION
Ballot Accounting

REGULAR BALLOTS FURNISHED	1900
REGULAR BALLOTS CAST	76
SPOILED BALLOTS	0
PROVISIONAL BALLOTS NOT CAST	0
TEST BALLOTS	10
UNUSED BALLOTS	1814
TOTAL REGULAR REPUBLICAN BALLOTS ACCOUNTED FOR	1900

ABSENTEE BALLOTS FURNISHED	175
ABSENTEE BALLOTS CAST	12
ABSENTEE BALLOTS SPOILED	0
ABSENTEE BALLOTS REJECTED	0
PROVISIONAL BALLOTS NOT CAST	0
UNRETURNED BALLOTS	3
TEST BALLOTS	2
UNUSED BALLOTS	158
TOTAL ABSENTEE BALLOTS ACCOUNTED FOR	175

STATE PRIMARY ELECTION TUESDAY, SEPTEMBER 14, 2004 (continued)

CERTIFICATION OF VOTE

DEMOCRATIC PARTY

REPRESENTATIVE IN CONGRESS

John F. Tierney	40
Blanks	2
Writeins	0
Total	42

COUNCILLOR

Mary-Ellen Manning	35
Blanks	7
Writeins	0
Total	42

SENATOR IN GENERAL COURT

Paul M. McGeary	33
Blanks	9
Writeins	0
Total	42

REPRESENTATIVE IN GENERAL COURT

Timothy A. Purinton	38
Blanks	4
Writeins	0
Total	42

SHERIFF

William F. Murley	32
Blanks	10
Writeins	0
Total	42

REPUBLICAN PARTY

REPRESENTATIVE IN CONGRESS

Stephen O'Malley, Jr.	73
Blanks	15
Writeins	0
Total	88

COUNCILLOR

BLANKS	87
WRITEINS	1
Total	88

SENATOR IN GENERAL COURT

Bruce E. Tarr	86
Blanks	2
Writeins	0
Total	88

STATE PRIMARY ELECTION TUESDAY, SEPTEMBER 14, 2004 (continued)

CERTIFICATION OF VOTE (continued)

REPUBLICAN PARTY (continued)

REPRESENTATIVE IN GENERAL COURT

Bradford R. Hill	87
Blanks	1
Writeins	0
Total	88

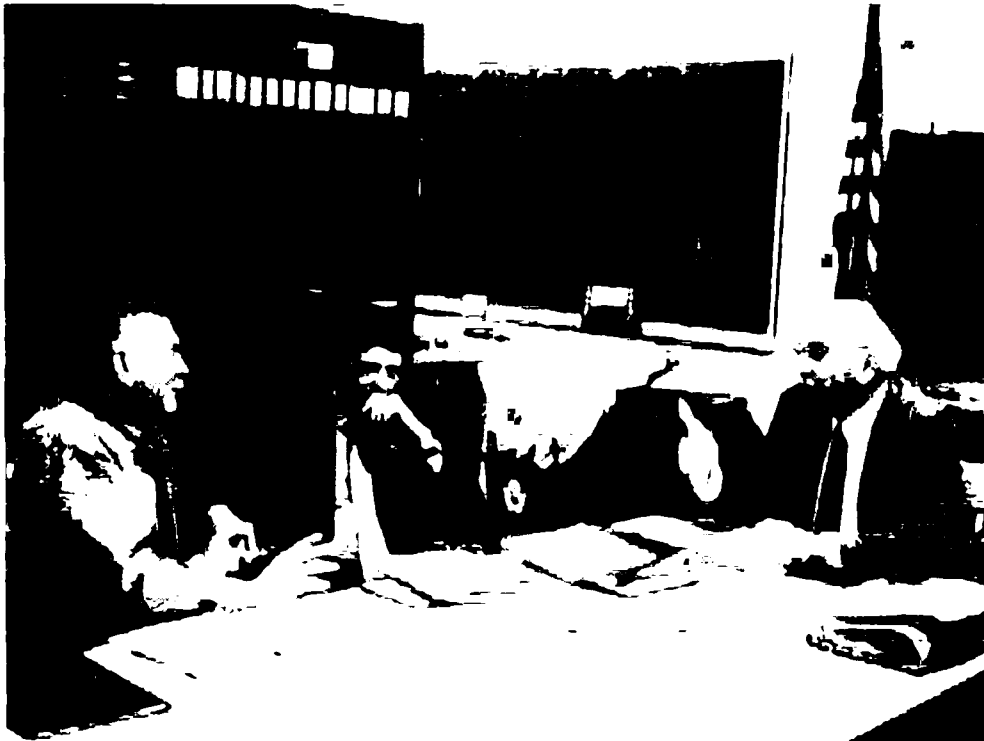
SHERIFF

Frank G. Cousins, Jr.	83
Blanks	5
Writeins	0
Total	88

NO BALLOTS WERE CAST FOR THE LIBERTARIAN AND GREEN-RAINBOW PARTIES.

ATTEST:

FRANCES HARTE YOUNG
FRANCES HARTE YOUNG, TOWN CLERK



**WARRANT FOR THE SPECIAL TOWN MEETING
WENHAM, MASSACHUSETTS
October 19, 2004**

Essex, ss.

To either of the Constables of Wenham, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of said Town qualified to vote in the elections and Town affairs to meet in the Perkins Auditorium in the Bessie Buker School in said Town on Tuesday the nineteenth of October, 2004, at Seven-thirty in the evening, then and there to act on the following articles. The articles are to be acted upon commencing at 7:30 P.M., and if not completed, the meeting to be reconvened on Wednesday, October 20, 2004, at 7:00 P.M., at the Bessie Buker School; and to vote on ballot questions at the Special Town Election on November 18, 2004, at the Buker School in said town between the hours of 7:00 A.M. and 8:00 P.M].

ARTICLE 1: Town Hall/Police Station: 2004 Revised Plan and Additional Funding

To see if the Town will vote to replace the present Town Hall with a newly constructed building on the same site to house both the Town Hall and the Police Department generally as described in the report of the Town Hall & Police Station Building Committee (the "Committee") dated August 19, 2004, a copy of which is on file with the Town Clerk (the "Project"), to be designed and constructed under the supervision of the Board of Selectmen and to increase the total appropriation for the cost of the Project by an amount to be recommended by the Committee and apply the amount approved under Article 7 of the 2002 Annual Town Meeting for renovation of the old Town Hall and construction of a new Police Station to fund the cost of the Project, and to increase the authorized borrowing for the Project by the amount by which the total appropriation for the cost of the Project exceeds the amount approved under Article 7 of the 2002 Annual Town Meeting, provided that said increase in borrowing, as well as the borrowing approved under Article 7 of the 2002 Annual Town Meeting, shall be excluded from the provisions of Proposition 2 1/2, so-called, by the passage of a referendum question under the Massachusetts General Laws, Chapter 59, Section 21C, paragraph (k) said referendum question to be voted on by ballot at the Special Town Election to be held on November 18, 2004, at the Buker School in said town between the hours of 7:00 A.M. and 8:00 P.M., on the following question: "Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay for the additional bonds, as well as the borrowing approved under Article 7 of the 2002 Annual Town Meeting, issued in order to pay for the costs of the Town

Hall and Police Station Project as approved under Article 1 of the October 19, 2004, Special town Meeting?"

ARTICLE 2: Town Hall/Police Station Alternative: Additional Funding for 2002 Plan

Provided that the Town has voted not to approve Article 1, to see if the Town will vote to increase the total appropriation for the cost of the Town Hall renovation and new Police Station project, approved under Article 7 of the 2002 Annual Town Meeting, by an amount to be recommended by the Town Hall & Police Station Building Committee, and to increase the authorized borrowing by a like amount provided that said increase in borrowing shall be excluded from the provisions of Proposition 2 1/2, so-called, by the passage of a referendum question under the Massachusetts General Laws, Chapter 59, Section 21C, paragraph (k), said referendum question to be voted on by ballot at the Special Town Election to be held on November 18, 2004, at the Buker School in said town between the hours of 7:00 A.M. and 8:00 P.M., on the following question: "Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay for the additional bonds issued in order to pay for the increased costs of the Town Hall and Police Station Project?"

ARTICLE 3: Authorization to Dispose of Town-owned Land

To see if the Town will vote to authorize the Board of Selectmen to dispose of parcels of land, acquired through donation and or tax takings and located throughout the Town of Wenham, as more particularly described on the list below, at such times and on such terms as the Selectmen shall deem to be in the best interests of the Town, or to take any other action relative thereto.

	<u>Map</u>	<u>Lot</u>	<u>Land Area</u>	<u>Location</u>
1.	4	1	30,100 s.f.	288 Topsfield Road
2.	15	29	40,130 s.f.	215 Topsfield Road
3.	35	57	40,290 s.f.	9 Hilltop Drive
4.	35	3	43,296 s.f.	3 Enon Road
5.	35	4	43,062 s.f.	5 Enon Road

Article 4: Water Surplus Fund Transfer

To see if the Town will vote to authorize the transfer of a sum of money from the Water Surplus Fund to the Water Department FY 2005 budget for costs associated with the legal appeal process for water use regulations, or take any other action thereon.

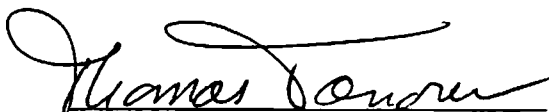
Article 5: To Act On Any Other Business That May Legally Come Before this Meeting.

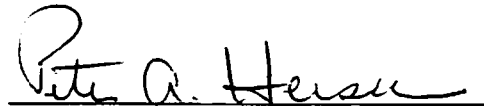
And you are hereby directed to serve this warrant by posting attested copies thereof: one at the junction of Friend Court and Main Street; one at the junction of Topsfield Road and Maple Street; one at the junction of Larch Row, Walnut Road and Dodge's Row; and one at the junction of Grapevine Road and Hull Street seven days at least before the time of the meeting aforesaid.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 28th day of September, 2004.


Donald J. Pickard


Thomas Tanous


Peter A. Hersee

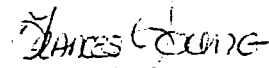
"In pursuance of the above written warrant I have this 4 day of 10, 2004, posted the attested copies thereof as directed Therein."

A TRUE COPY

ATTEST:


Constable of the Town of Wenham

Date: 10-04-04

A true copy
ATTEST: 
Frances Harte Young
Town Clerk

SPECIAL TOWN MEETING
TUESDAY, OCTOBER 19, 2004
7:30PM

MODERATOR
TOWN CLERK

Paul D. Weaver
Frances H. Young

BOARD OF SELECTMEN
FINANCE AND ADVISORY COMMITTEE
TOWN HALL/POLICE STATION BUILDING COMMITTEE

Donald Pickard, Peter Hersee, Thomas Tanous

Moderator Paul Weaver called the Special Town Meeting to order at 7:30PM.

Explanation of warrant, including the fact that a debt exclusion vote requires a two-thirds majority vote on town meeting floor, leading to a simple majority requirement at the special election.

Explanation of decorum - respect for each other despite opposing views.
Explanation of proper procedure for speakers - go to the microphones (line up, need be), give name and address - express opinion or ask question.

Requirements for a special town meeting fulfilled.
MODERATOR, TOWN CLERK, QUORUM (2% OF 2549 registered voters = 51)
273 VOTERS PRESENT

Explanation of parliamentary procedure as related to "calling the question."
It is not appropriate to just "yell" question. A formal motion ("I move...") must be made and seconded and voted upon. If the motion to call the question is passed by a two-thirds majority, debate ends and voting begins on the motion under debate.

Further procedural explanation. The Moderator said that a new solution to the problem at hand cannot be crafted tonight, due in part to the complexity of procedure and planning. Questions 1 and 2 must be considered on their own merits and if the town does not find itself satisfied with one or the other, it could be back to the drawing board. Nothing not in the motions may be debated. Input can come later if a motion passes - i.e., architectural ideas, regionalization, etc.

The following is a quote from the notes of the Moderator about reconsideration procedure.

"Finally, a word about reconsideration. I understand that there may be a constituency of voters who support funding a solution, prefer Article 2, but would vote for Article 1 if Article 2 has failed. The Selectmen have the right to set the order and conditions of the articles in a warrant, but Town Bylaws contain a potential solution to this impasse: Chapter 1, Section 3 provides: A MOTION TO RECONSIDER OR TO RESCIND A PREVIOUS VOTE OF THE MEETING MAY BE MADE ONLY FOR SUCH COMPELLING REASONS AS A CHANGE OF CIRCUMSTANCES, OR THE ACQUISITION OF NEW INFORMATION SINCE THE ORIGINAL VOTE WAS TAKEN, AND MAY BE MADE ONLY ON THE SAME DAY AS THE ORIGINAL VOTE.

"Bearing in mind this possible constituency, the Moderator is of the view that a failure to pass Article 2 would be "new information" within the intent of the bylaw, and thus that a motion to reconsider Article 1 could be in order. Such a motion, if passed by a majority vote, would wipe out the vote failing to approve Article 1 the first time, and enable the meeting to revote on the motion pending under Article 1. However, where ever possible I believe the meeting

SPECIAL TOWN MEETING TUESDAY, OCTOBER 19, 2004 (continued)

should set its own rules, and therefore I would recognize, at this time, a motion to preclude reconsideration if this situation arises. Such a motion, technically a Motion for Suspension of Rules which is not debatable and requires a 2/3 vote, would be in the following form:

I MOVE THAT THE FAILURE OF APPROVAL OF ARTICLE 2 SHALL NOT BE A BASIS FOR RECONSIDERATION OF ARTICLE 1 UNDER CHAPTER 1, SECTION 3 OF THE TOWN BYLAWS."

This motion was moved and seconded from the meeting floor.

TWO-THIRDS MAJORITY REQUIRED

QUORUM: 2% OF 2549 (51)

PRESENT: 273

YES: 88

NO: 176

TOTAL: 264

MOTION DECLARED NOT PASSED

RECONSIDERATION AVAILABLE

CERTIFICATION OF VOTE

ARTICLE ONE Town Hall/Police Station: 2004 Revised Plan and Additional Funding

To see if the Town will vote to replace the present Town Hall with a newly constructed building on the same site to house both the Town Hall and the Police Department generally as described in the report of the Town Hall and Police Station Building Committee (the "Committee") dated August 19, 2004, a copy of which is on file with the Town Clerk (the "Project"), to be designed and constructed under the supervision of the Board of Selectmen and to increase the total appropriation for the cost of the Project by an amount to be recommended by the Committee and apply the amount approved under Article 7 of the 2002 Annual Town Meeting for renovation of the old Town Hall and construction of a new Police Station to fund the cost of the Project, and to increase the authorized borrowing for the Project by the amount by which the total appropriation for the cost of the Project exceeds the amount approved under Article 7 of the 2002 Annual Town Meeting, provided that said increase in borrowing, as well as the borrowing approved under Article 7 of the 2002 Annual Town Meeting, shall be excluded from the provisions of Proposition 2 1/2, so-called, by the passage of a referendum question under the Massachusetts General Laws, Chapter 59, Section 21C, paragraph (k) said referendum question to be voted on by ballot at the Special Town Election to be held on November 18, 2004, at the Buker School in said town between the hours of 7:00A.M. and 8:00P.M., on the following question: "Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay for the additional bonds, as well as the borrowing approved under Article 7 of the 2002 Annual Town Meeting, issued in order to pay for the costs of the Town Hall and Police Station Project as approved under Article 1 of the October 19, 2004, Special Town Meeting?"

MOTION THE SELECTMEN MOVE THAT THE TOWN VOTE TO REPLACE THE PRESENT TOWN HALL WITH A NEWLY CONSTRUCTED 2 STORY BUILDING OF APPROXIMATELY 13,000 SQUARE FEET, ON THE SAME SITE, TO ACCOMMODATE THE NEEDS OF BOTH THE TOWN HALL AND THE POLICE STATION OFFICES, UTILIZING A BUILDING DESIGN WHICH INCORPORATES DESIGN FEATURES BASED ON THE ORIGINAL BUILDING WHICH WILL BE DEMOLISHED, AND

CERTIFICATION OF VOTE (continued)

MOTION (continued)

WHICH WILL BE IN KEEPING WITH THE TOWN'S HISTORIC CHARACTER, AND RESULT IN THE DEVELOPMENT OF A NEW, MUNICIPAL CAMPUS THAT ENHANCES THE OPERATIONS AND APPEARANCE OF THE SURROUNDING PROPERTIES THAT COMPRISE THE "TOWN CENTER." (THE "PROJECT"). THE PROJECT IS TO BE DESIGNED AND CONSTRUCTED UNDER THE SUPERVISION OF THE BOARD OF SELECTMEN. THE TOTAL AUTHORIZED APPROPRIATION FOR THE COST OF THE PROJECT, INCLUDING PLANNING EXPENSES INCURRED TO DATE, IS \$4.7 MILLION, INCLUDING THE AMOUNT APPROVED UNDER ARTICLE 7 OF THE 2002 ANNUAL TOWN MEETING FOR RENOVATION OF THE OLD TOWN HALL AND CONSTRUCTION OF A NEW POLICE STATION. THE AMOUNT OF AUTHORIZED BORROWING FOR THE PROJECT IS HEREBY INCREASED BY \$1,001,000 TO A TOTAL OF \$4,435,000, WHICH SHALL INCLUDE THE AMOUNT OF THE BORROWING APPROVED UNDER ARTICLE 7 OF THE 2002 ANNUAL TOWN MEETING, PROVIDED THAT SAID INCREASE IN BORROWING SHALL BE EXCLUDED FROM THE PROVISIONS OF PROPOSITION 2 1/2, SO-CALLED, BY THE PASSAGE OF A REFERENDUM QUESTION UNDER THE MASSACHUSETTS GENERAL LAWS, CHAPTER 59, SECTION 21C, PARAGRAPH (K) SAID REFERENDUM QUESTION TO BE VOTED ON BY BALLOT AT THE SPECIAL TOWN ELECTION TO BE HELD ON NOVEMBER 18, 2004, AT THE BUKER SCHOOL IN SAID TOWN BETWEEN THE HOURS OF 7:00AM AND 8:00PM, ON THE FOLLOWING QUESTION: "SHALL THE TOWN OF WENHAM BE ALLOWED TO EXEMPT FROM THE PROVISIONS OF PROPOSITION TWO AND ONE-HALF, SO-CALLED, THE AMOUNTS REQUIRED TO PAY FOR THE ADDITIONAL BONDS ISSUED IN ORDER TO PAY FOR THE INCREASED COSTS OF THE TOWN HALL AND POLICE STATION PROJECT?"

MOVED AND SECONDED BY DONALD PICKARD, CHAIRMAN, BOARD OF SELECTMEN

DISCUSSION

Points made by Donald Pickard

- 1) Study has been going on for sixteen years, especially of the Police Station. Luxury of delay has expired.
- 2) Avoid expensive duplications necessitated by erecting two buildings.
- 3) Rising costs as time passes.
- 4) Opinion ... all other alternatives (i.e., Iron Rail), have been exhaustively considered.

Points made by John Darling, Building Committee

- 1) Explanation of total cost.
- 2) \$3.7 million was authorized in 2002. Debt Service on this \$3.7 million is already appearing in the 2004-5 tax rate.
- 3) The \$1,001,000 additional funding raises the total cost to \$4,701,000 and adds 11 cents per \$1000 on the tax rate.
- 4) Article 2 would result in 16 cents /\$1000.

Points made by Jeff Chelgren, Town Administrator

- 1) The plan being presented to the Town is a "concept plan" and there can be modifications made at a future time.

Points made by William MacKenzie, Chief of Police

- 1) Spoke in favor of the new design.

SPECIAL TOWN MEETING TUESDAY, OCTOBER 19, 2004 (continued)

CERTIFICATION OF VOTE (continued)

ARTICLE ONE DISCUSSION (continued)

Points by Peter Hersee, Selectman

- 1) Strongly in favor.
- 2) Praise for Building Committee who have presented an economically sound plan.

Points by Lawrence Swartz, Finance and Advisory Committee

- 1) Do we need this project? Police Station? Yes Town Hall? Yes, because we don't currently have one.
- 2) The plan is well thought out fiscally.
- 3) Can we afford the plan? That is a personal decision. Keep in mind that costs will keep going up and the problems will not go away.
- 4) The payments are bonded. They are like a mortgage and when the mortgage is paid off, it goes away.

FACTUAL QUESTIONS (Sampling)

The building will be a slab construction because the water table is 5 to 7 feet down and a basement requires a 10 to 12 foot depth.

What will happen to the old police station? It will be used as a new bay for the Fire Department.

OPINIONS (Sampling)

Several speakers were for the new building, one citing the cost of asbestos removal if renovating an old building.

Ernest S. Dodge, Planning Board, gave several reasons why he is adamantly opposed to the building project. He pointed out his and his family's long association with museums and historic buildings. He stressed that the present town hall is a perfectly nice building, appropriate to Wenham and without which there would be a loss of the fabric of the town. He said that the Wenham Historic District Commission must protect the Town Hall - else what other "historic" buildings might also be torn down. He referred to costs and hardship for older citizens on fixed incomes, especially with oil prices rising.

Other speakers for the new building reminded voters that the old hall is not ADA compliant and that the temporary lodging is not compliant either, which could result in very expensive law suits against the town.

Toward the end of discussion Tod Brainard said that the town needs a new police station and needs to preserve the old town hall, in his opinion. He would like to see the town vote against both articles and search for a cheaper plan.

TWO/THIRDS MAJORITY REQUIRED

QUORUM: 2% OF 2459 (51)


PRESENT: 273

VOTER CARDS

TELLERS

YES:	212	NO:	54	TOTAL:	266	2/3 = 177
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MOTION DECLARED PASSED

ATTEST: 
Frances Harte Young, Town Clerk

SPECIAL TOWN MEETING TUESDAY, OCTOBER 19, 2004 (continued)

Because ARTICLE ONE passed, ARTICLE TWO was not brought up for consideration.

CERTIFICATION OF VOTE

ARTICLE THREE Authorization to Dispose of Town-owned Land

To see if the Town will vote to authorize the Board of Selectmen to dispose of parcels of land, acquired through donation and or tax takings and located throughout the Town of Wenham, as more particularly described on the list below, at such times and on such terms as the Selectmen shall deem to be in the best interests of the Town, or to take any other action relative thereto.

	MAP	LOT	LAND AREA	LOCATION
1.	4	1	30,100 S.F.	288 TOPSFIELD ROAD
2.	15	29	40,130 S.F.	215 TOPSFIELD ROAD
3.	35	57	40,290 S.F.	9 HILLTOP DRIVE
4.	35	3	43,296 S.F.	3 ENON ROAD
5.	35	4	43,061 S.F.	5 ENON ROAD

MOTION THE BOARD OF SELECTMEN MOVES THAT THE TOWN AUTHORIZE THE SELECTMEN TO DISPOSE OF THE FOLLOWING FIVE PARCELS OF TOWN-OWNED LAND AT SUCH TIMES AND ON SUCH TERMS AS THEY SHALL DEEM TO BE IN THE BEST INTERESTS OF THE TOWN.

See above for list of parcels.

SIMPLE MAJORITY REQUIRED

QUORUM: 2% OF 2459 (51)

PRESENT: 273

MOVED AND SECONDED BY THOMAS TANOUS, SELECTMAN

VOTER CARDS

NO TELLERS

MOTION DECLARED DEFEATED

CERTIFICATION OF VOTE

ARTICLE FOUR Water Surplus Fund Transfer

To see if the Town will vote to authorize the transfer of a sum of money from the Water Surplus Fund to the Water Department FY 2005 budget for costs associated with the legal appeal process for water use regulations, or take any other action thereon.

MOTION THE WENHAM WATER COMMISSION MOVES THAT THE TOWN AUTHORIZE THE TREASURER TO TRANSFER \$71,500 FROM THE WATER SURPLUS FUND TO THE WATER DEPARTMENT BUDGET AND TO APPROPRIATE THE SUM OF \$71,500 TO THE WATER DEPARTMENT FOR LEGAL AND CONSULTING EXPENSES IN CONNECTION WITH REPRESENTATION OF THE TOWN IN A WATER USE REGULATION PROCEEDING.

SPECIAL TOWN MEETING TUESDAY, OCTOBER 19, 2004 (continued)

CERTIFICATION OF VOTE (continued)

ARTICLE FOUR (continued)

SIMPLE MAJORITY REQUIRED

QUORUM: 2% OF 2459 (51)

PRESENT: 273

MOVED BY RICHARD QUATEMAN, WATER COMMISSIONER

VOTER CARDS

NO TELLERS

MOTION DECLARED UNANIMOUSLY PASSED

At 10:00PM, it was moved and seconded and unanimously passed to adjourn the meeting to the November 18, 2004 Override Election.

ATTEST: *FRANCES HARTE YOUNG*
Frances Harte Young
Wenham Town Clerk



Town Hall and Police Station
Building Design
Approved by October 19, 2004 STM

SPECIAL TOWN OVERRIDE ELECTION

Town Hall/Police Station: 2004 Revised Plan and Additional Funding

Thursday, November 18, 2004 7:00AM - 8:00PM

For a copy of the Warrant for this election, please see pages 297-299.

BALLOT ACCOUNTING

BALLOT BOX REGISTRATION	888
REGULAR BALLOTS CAST	866
ABSENTEE BALLOTS CAST	22
TOTAL NUMBER OF BALLOTS CAST	888

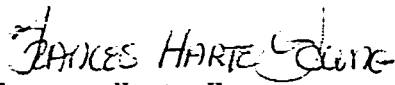
CERTIFICATION OF VOTE

Debt Exclusion for Town Hall/Police Station Building Project

QUESTION 1

Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-half, so-called, the amounts required to pay for the additional bonds issued in order to pay for the increased costs of the Town Hall and Police Station Project?

YES	470
NO	418
TOTAL	888

ATTEST: 
Frances Harte Young
Wenham Town Clerk

SPECIAL TOWN MEETING
TUESDAY, OCTOBER 19, 2004

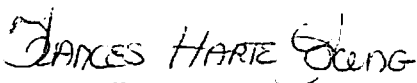
DISSOLUTION

Friday, November 19, 2004

PRESENT: PAUL WEAVER, Moderator; FRANCES YOUNG, Town Clerk; PETER HERSEE, DONALD PICKARD, THOMAS TANOUS, Selectmen

Posted meeting of the Board of Selectmen

Moderator Weaver reconvened the Special Town Meeting at 9:37AM for the purpose of dissolution, there being no further business to legally come before the meeting. It was moved and seconded and unanimously voted to dissolve the Meeting at 9:38AM.

ATTEST: 
Frances Harte Young
Wenham Town Clerk

COMMONWEALTH OF MASSACHUSETTS
William Francis Galvin
Secretary of the Commonwealth

SS.

To either of the Constables of the Town of WENHAM

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the State Election to vote at

PRECINCT 1 PERKINS AUDITORIUM, BESSIE BUKER SCHOOL

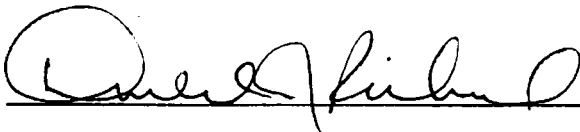
on TUESDAY, THE SECOND DAY OF NOVEMBER, 2004, FROM 7:00AM TO 8:00PM for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

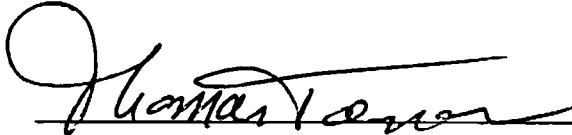
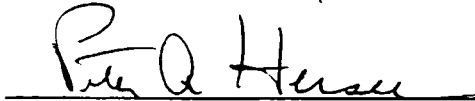
ELECTORS OF PRESIDENT AND VICE PRESIDENT	Statewide
REPRESENTATIVE IN CONGRESS	Sixth District
COUNCILLOR	Fifth District
SENATOR IN GENERAL COURT	First Essex and Middlesex District
REPRESENTATIVE IN GENERAL COURT	Fourth Essex District
SHERIFF	Essex County

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

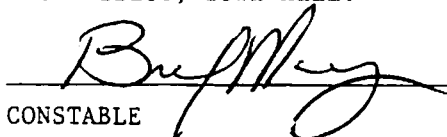
Given under our hands this 19TH day of October, 2004.
Month



SELECTMEN OF THE
TOWN OF WENHAM



Post at Four Corners (Larch Row, Walnut Road, Dodge's Row); corner of Hull Street and Grapevine Road; bulletin board at corner of Friend Court and Main Street; intersection of Cherry Street, Maple Street and Topsfield Road. Also at Library, Post Office, Town Hall.


CONSTABLE

10 21 2004
Month, day and year

STATE PRESIDENTIAL ELECTION
TUESDAY, NOVEMBER 2, 2004

Total number of registered voters: 2592

BALLOT ACCOUNTING

BALLOT BOX REGISTRATION	2269
NUMBER OF REGULAR BALLOTS CAST	2088
NUMBER OF ABSENTEE BALLOTS CAST	181
TOTAL VOTE (including one provisional and one federal)	2271

COUNT OF REGULAR BALLOTS

Ballots furnished	2950
Ballots cast	2088
Ballots spoiled	5
Ballots challenged	0
Provisional ballots cast	1
Provisional ballots uncast	3
Test ballots	16
Ballots unused	837
TOTAL REGULAR BALLOTS ACCOUNTED FOR	2950

COUNT OF ABSENTEE BALLOTS

Ballots furnished	225
Ballots cast	181
Ballots spoiled	0
Ballots rejected	2
Ballots returned too late or unreturned	30
Specially Qualified Voter ballots	5
Ballots unused	7
TOTAL ABSENTEE BALLOTS ACCOUNTED FOR	225

CERTIFICATION OF VOTE

ELECTORS OF PRESIDENT AND VICE PRESIDENT

Badnarik and Campagna	Libertarian	18
Bush and Cheney	Republican	1154
Cobb and LaMarche	Green-Rainbow	8
Kerry and Edwards	Democrat	1076
Nader and Camejo	Unenrolled	0
All Others		0
Blanks		15
TOTAL VOTES CAST		2271

STATE PRESIDENTIAL ELECTION TUESDAY, NOVEMBER 2, 2004 (continued)

CERTIFICATION OF VOTE (continued)

REPRESENTATIVE IN CONGRESS (Sixth District)

John F. Tierney	Democrat	1252
Stephen P. O'Malley, Jr.	Republican	938
All Others		0
Blanks		81
TOTAL VOTES CAST		2271

COUNCILLOR (Fifth District)

Mary-Ellen Manning	Democrat	1425
All Others		0
Blanks		846
TOTAL VOTES CAST		2271

SENATOR IN GENERAL COURT (First Essex and Middlesex District)

Bruce E. Tarr	Republican	1579
Paul M. McGeary	Democrat	588
All Others		0
Blanks		104
TOTAL VOTES CAST		2271

REPRESENTATIVE IN GENERAL COURT (Fourth Essex District)

Bradford R. Hill	Republican	1474
Timothy A. Purinton	Democrat	725
All Others		0
Blanks		72
TOTAL VOTES CAST		2271

SHERIFF (Essex County)

Frank G. Cousins, Jr.	Republican	1551
William F. Murley	Democrat	567
All Others		0
Blanks		153
TOTAL VOTES CAST		2271

ATTEST:

FRANCES HARTE YOUNG

FRANCES HARTE YOUNG
Wenham Town Clerk

TREASURER'S REPORT JUNE 30, 2004

<i>Eastern Bank - Money Market</i>	<i>\$972,807.96</i>
<i>Eastern Bank - Money Market</i>	<i>\$330,653.81</i>
<i>Eastern Bank - Vendor Account</i>	<i>\$0.00</i>
<i>Eastern Bank - Payroll Account</i>	<i>\$0.00</i>
<i>Eastern Bank - Payroll Tax Account</i>	<i>\$0.00</i>
<i>Fleet Bank - Town Investment Account</i>	<i>\$1,000,049.08</i>
<i>Eastern Bank - Trust Fund Investment Account</i>	<i>\$823,552.70</i>
<i>Fleet Bank - Housing Partnership Investment Account</i>	<i>\$164,504.57</i>
<i>Fleet Bank - Hamilton Shopping Contingency Fund</i>	<i>\$25,461.25</i>
<i>Eastern Bank - 40 Maple Contingency Fund</i>	<i>\$6,378.28</i>
<i>Eastern Bank - Burley St Contingency Fund</i>	<i>\$2,067.21</i>
<i>Eastern Bank - Joint Library Money Market</i>	<i>\$0.00</i>
<i>Eastern Bank Joint Library Grant Account</i>	<i>\$0.00</i>
 <i>Total Bank Balance as of June 30, 2004</i>	 <i>\$3,325,474.86</i>



Hobbs House

**TOWN OF WENHAM
TRUST FUND REPORT
JULY 1, 2003 - JUNE 30, 2004**

NAME OF FUND	ORIGINAL ENDOWMENT	BALANCE 7/1/2003	INTEREST EARNED	OTHER INCOME	EXPENDED	BALANCE 6/30/2004
Cemetery Flower Funds						
Abbott Fund	200.00	210.54	2.58			213.12
George Badger Fund	100.00	105.27	1.29			106.56
Batchelder Fund	400.00	458.50	5.60			464.10
Becker Fund	1,000.00	1,119.26	13.68			1,132.94
Lloyd Brooks Fund	200.00	248.12	3.03			251.15
John D. Cannon Fund	175.00	184.22	2.25			186.47
Frank Corning Fund	200.00	210.54	2.57			213.11
D'Ambrosio Fund	200.00	267.03	3.26			270.29
Elizabeth Dodge Fund	200.00	210.54	2.57			213.11
Philip Ellwood Dodge Fund	200.00	210.54	2.58			213.12
Margaret R. Dudley Fund	200.00	210.53	2.58			213.11
Almont & Eleanor Elwell Fund	200.00	205.94	2.52			208.46
A & E Cosh Fund	500.00	581.96	7.12			589.08
Dorothy Pulsifier Fund	500.00	564.19	6.90			571.09
Mercy Featherstone Fund	425.00	464.85	5.68			470.53
Goodridge & Larabee Fund	200.00	210.54	2.57			213.11
Earle E. Johnson Fund	200.00	210.54	2.57			213.11
Col. Henry F. Kent Fund	200.00	210.53	2.58			213.11
George Kilham Fund	200.00	210.57	2.57			213.14
William E. Ludden Fund	200.00	254.40	3.11			257.51
Walter C. Ober Fund	400.00	480.24	5.87			486.11
Lena Peck Fund	225.00	273.50	3.34			276.84
A & M Perkins Fund	200.00	231.95	2.84			234.79
Edward A. Perkins Fund	200.00	283.61	3.47			287.08
Ruth D. Perkins Fund	500.00	732.78	8.96			741.74
John H. Rice Fund	100.00	110.92	1.36			112.28
Ralph M. Smith Fund	200.00	252.28	3.08			255.36
Elbridge Stanley Fund	200.00	210.54	2.57			213.11
Ethel B. Wentworth Fund	200.00	262.41	3.21			265.62
Cemetery Perpetual Care Fund		180,610.68	2,207.82	400.00		183,218.50
Conservation Fund	0.00	40,435.40	3,983.32		1,900.00	42,518.72
General Cemetery Funds						
David O. Allen Fund	475.00	1,243.08	15.26			1,258.34
Hattie L. Batchelder Fund	596.68	1,311.56	16.09			1,327.65
JH & ML Perkins Fund	1,000.00	1,790.10	21.95			1,812.05
Ethel B. Wentworth Fund	1,000.00	1,720.48	21.09			1,741.57
General Charity Funds						
John K. Dodge Fund	500.00	2,207.13	26.27		500.00	1,733.40
Mary E. Perkins Fund	3,000.00	4,778.99	57.22		700.00	4,136.21
Ralph M. Smith Fund	34,000.00	35,940.25	438.39		600.00	35,778.64
Elizabeth P. Tilton Fund	3,000.00	4,431.10	53.70		400.00	4,084.80
Benjamin F. Young Fund	1,620.00	3,393.73	41.01		300.00	3,134.74
Library Memorial Funds						
Louise E. Brown Fund	66,108.65	78,447.25	958.95			79,406.20
Charles W. & Marjorie Davis Fund	4,780.00	5,232.42	63.96			5,296.38
Judson W. Dodge Fund	500.00	1,285.54	15.72			1,301.26
Edwin P. Hawkins Fund	100.00	407.30	4.98			412.28
Nielson Fund	3,000.00	5,525.80	67.55			5,593.35
Rae Scott Memorial Trust	12,000.00	12,287.97	150.21			12,438.18
Stabilization Fund	0.00	396,717.12	4,849.54			401,566.66
TOTALS	139,605.33	786,952.74	13,105.34	400.00	4,400.00	796,058.08
Treasurer Balance	796,058.08					
Accountants Balance	796,058.08					
DIFFERENCE	0.00					

TOWN OF WENHAM, MASSACHUSETTS
REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2004

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323 New Boston Street

Woburn, MA 01801

T 781 937 9322

F 781 937 9474

www.powersandsullivan.com

Independent Auditors' Report

To the Honorable Board of Selectmen
Town of Wenham, Massachusetts

 RAN-ONE | member

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wenham, Massachusetts, as of and for the fiscal year ended June 30, 2004, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Wenham, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wenham, Massachusetts, as of June 30, 2004, and the respective changes in financial position, where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

As more fully described in Note 1, the Town has reported its water activities as an enterprise fund beginning in fiscal year 2004. The net assets of governmental activities and governmental fund statements have been restated to reflect the transfer of water activities to the enterprise fund.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 12, 2004, on our consideration of the Town of Wenham, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis, located on the following pages, and schedule of revenues, expenditures and changes in fund balance – general fund and water special revenue fund – budgetary basis, located after the notes to the basic financial statements, are not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

August 12, 2004

Management's Discussion and Analysis

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. These basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net assets* presents information on all assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, human services, culture and recreation, pension benefits, property and liability insurance, employee benefits, interest and state and county charges. The Town's business-type activities related to the water activities.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town adopts an annual appropriated budget for its general fund. A budgetary comparison schedules has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town maintains one proprietary fund to account for its water activities.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for propriety funds. The Town does not report any fiduciary funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

	Governmental Activities	
	FY04	FY03
Assets:		
Current assets.....	\$ 3,956,358	\$ 4,168,341
Noncurrent assets (excluding capital).....	200,862	175,803
Capital assets.....	4,514,836	4,817,971
Total assets.....	8,672,056	9,162,115
Liabilities:		
Current liabilities (excluding debt).....	209,217	284,049
Noncurrent liabilities (excluding debt).....	169,000	44,300
Current debt.....	247,000	125,000
Noncurrent debt.....	1,650,000	1,775,000
Total liabilities.....	2,275,217	2,184,049
Net Assets:		
Capital assets net of related debt.....	2,617,836	2,425,151
Restricted.....	735,232	1,018,045
Unrestricted.....	3,043,771	3,267,598
Total net assets.....	6,396,839	6,978,066
Program revenues:		
Charges for services.....	867,753	930,455
Operating grants and contributions.....	203,406	241,241
Capital grants and contributions.....	42,044	399,511
General Revenues:		
Real estate and personal property taxes.....	7,953,518	7,523,300
Motor vehicle and other excise taxes.....	522,090	556,638
Nonrestricted grants.....	431,808	476,069
Unrestricted investment income.....	29,602	35,725
Other revenues.....	32,249	49,991
Total revenues.....	10,082,470	10,212,930
Expenses:		
General Government.....	672,623	656,158
Public Safety.....	1,781,827	1,749,185
Education.....	4,869,959	4,560,142
Public Works.....	1,096,217	997,281
Human Services.....	37,493	33,622
Culture and Recreation.....	928,721	931,090
Pension benefits.....	285,432	297,424
Property and liability insurance.....	90,089	75,179
Employee benefits.....	354,807	356,060
Interest.....	83,243	89,558
State and county charges.....	110,486	112,015
Total expenses.....	10,310,897	9,883,945
Change in net assets.....	\$ (228,427)	\$ 328,985

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. Assets exceeded liabilities by \$6,396,839 at the close of FY2004.

Net assets of \$2,617,836 (41%) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the net assets \$735,232 (11%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* \$3,043,771 (48%) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Town is able to report positive balances in all three categories of net assets.

The governmental activities net assets decreased by (\$228,427) during the current fiscal year which reflects the Town's objective to maintain its financial position and to raise sufficient revenues to cover its current expenses.

Business-type Activities. The business type activities net assets decreased by (\$7,404) during the current fiscal year which reflects the town intention to recover 100% of its costs of operations.

The following table identifies key elements of the enterprise operations:

		Business Type Activities	
		FY04	FY03
Assets:			
Current assets.....	\$	274,309	\$ 254,181
Capital assets.....		1,302,375	1,074,452
Total assets.....		1,576,684	1,328,633
Liabilities:			
Current liabilities (excluding debt).....		74,641	11,458
Noncurrent liabilities (excluding debt).....		15,000	9,700
Current debt.....		75,000	75,000
Noncurrent debt.....		1,150,000	1,225,000
Total liabilities.....		1,314,641	1,321,158
Net Assets:			
Capital assets net of related debt.....		77,375	267,272
Unrestricted.....		199,668	17,175
Total net assets.....		277,043	284,447
Program revenues:			
Charges for services.....		348,322	343,853
Expenses:			
Public Works.....		297,891	231,443
Interest.....		57,835	60,872
Total expenses.....		355,726	292,315
Change in net assets.....	\$	(7,404)	\$ 51,538

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$3,078,805, a decrease of (\$235,579) from the prior year. The General Fund's results of operation resulted in a (\$77,352) decrease in fund balance while the Nonmajor funds had a decrease of (\$158,047).

The General Fund is the chief operating fund. At the end of the current fiscal year, unreserved fund balance of the general fund was \$870,246, while total fund balance was \$1,647,795. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance represents 9% of total general fund expenditures, while total fund balance represents 17% of that same amount.

General Fund Budgetary Highlights

The Town has adopted a budget for the General Fund. There was no significant change made to the original budget to arrive at the final budget. An operating net surplus of \$38,468 was achieved for the fiscal year when compared to the budgeted amounts.

Capital Asset and Debt Administration

Outstanding long-term debt of governmental activities, as of June 30, 2004, totaled \$1,775,000, of which \$1,085,000 is related to construction of the joint library, \$290,000 is related to a lease buyback, \$185,000 for a fire truck, \$215,000 for the new Town Hall/Police Station. The Town had \$122,000 in bond anticipation notes outstanding at year-end.

The Water Enterprise Fund has \$1,225,000 of long-term debt outstanding at year end.

The Town has elected to delay recording general infrastructure assets acquired before June 30, 2002 as allowed by GASB #34. The historical depreciated cost of these assets has not been compiled.

Please refer to the Notes for further discussion of the debt activity.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant.

STATEMENT OF NET ASSETS

JUNE 30, 2004

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and short-term investments.....	\$ 3,173,877	\$ 151,997	\$ 3,325,874
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	97,224	-	97,224
Tax liens.....	29,258	-	29,258
Motor vehicle excise taxes.....	56,517	-	56,517
Water fees.....	-	122,312	122,312
Departmental and other.....	2,786	-	2,786
Intergovernmental.....	179,707	-	179,707
Tax foreclosures.....	252,989	-	252,989
Investment in joint venture.....	164,000	-	164,000
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Real estate tax deferrals.....	200,862	-	200,862
Capital assets, net of accumulated depreciation.....	4,514,836	1,302,375	5,817,211
TOTAL ASSETS.....	8,672,056	1,576,684	10,248,740
LIABILITIES			
CURRENT:			
Warrants payable.....	99,986	53,873	153,859
Accrued payroll.....	37,855	1,177	39,032
Tax refunds payable.....	32,000	-	32,000
Accrued interest.....	6,556	4,591	11,147
Other liabilities.....	32,820	-	32,820
Bonds and notes payable.....	247,000	75,000	322,000
NONCURRENT:			
Compensated absences.....	169,000	15,000	184,000
Bonds and notes payable.....	1,650,000	1,150,000	2,800,000
TOTAL LIABILITIES.....	2,275,217	1,299,641	3,574,858
NET ASSETS			
Invested in capital assets, net of related debt.....	2,617,836	77,375	2,695,211
Restricted for:			
Permanent funds:			
Expendable.....	75,957	-	75,957
Nonexpendable.....	282,954	-	282,954
Other purposes.....	376,321	-	376,321
Unrestricted.....	3,043,771	199,668	3,243,439
TOTAL NET ASSETS.....	\$ 6,396,839	\$ 277,043	\$ 6,673,882

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2004

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
General government.....	\$ 672,623	\$ 171,998	\$ 11,370	\$ -	\$ (489,255)
Public safety.....	1,781,827	216,765	57,824	-	(1,507,238)
Education.....	4,869,959	-	-	-	(4,869,959)
Public works.....	1,096,217	6,896	-	16,393	(1,072,928)
Human services.....	37,493	10,135	7,485	-	(19,873)
Culture and recreation.....	928,721	461,959	93,727	25,651	(347,384)
Pension benefits.....	285,432	-	33,000	-	(252,432)
Property and liability insurance.....	90,089	-	-	-	(90,089)
Employee benefits.....	354,807	-	-	-	(354,807)
Interest.....	83,243	-	-	-	(83,243)
State and county charges.....	110,486	-	-	-	(110,486)
Total Governmental Activities.....	10,396,425	867,753	203,406	42,044	(9,283,222)
Business-Type Activities:					
Water.....	355,726	348,322	-	-	(7,404)
Total Primary Government.....	\$ 10,752,151	\$ 1,216,075	\$ 203,406	\$ 42,044	\$ (9,290,626)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

FISCAL YEAR ENDED JUNE 30, 2004

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ (9,283,222)	\$ (7,404)	\$ (9,290,626)
General revenues:			
Real estate and personal property taxes, net of tax refunds payable.....	7,953,518	-	7,953,518
Motor vehicle and other excise taxes.....	522,090	-	522,090
Grants and contributions not restricted to specific programs.....	431,808	-	431,808
Unrestricted investment income.....	29,602	-	29,602
Miscellaneous.....	32,249	-	32,249
Total general revenues and transfers.....	8,969,267	-	8,969,267
Change in net assets.....	(313,955)	(7,404)	(321,359)
Net Assets:			
Beginning of year (as restated).....	6,710,794	284,447	6,995,241
End of year.....	\$ 6,396,839	\$ 277,043	\$ 6,673,882

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2004

ASSETS	General	Nonmajor Governmental Funds	Total Governmental Funds
Cash and short-term investments.....	\$ 1,552,014	\$ 1,621,863	\$ 3,173,877
Receivables, net of uncollectibles:			
Real estate and personal property taxes.....	97,224	-	97,224
Real estate tax deferrals.....	200,862	-	200,862
Tax liens.....	29,258	-	29,258
Motor vehicle excise taxes.....	56,517	-	56,517
Departmental and other.....	2,786	-	2,786
Intergovernmental.....	-	179,707	179,707
Tax foreclosures.....	252,989	-	252,989
Investment in joint venture.....	164,000	-	164,000
TOTAL ASSETS.....	\$ 2,355,650	\$ 1,801,570	\$ 4,157,220
LIABILITIES AND FUND BALANCES			
LIABILITIES:			
Warrants payable.....	\$ 62,973	\$ 37,013	\$ 99,986
Accrued payroll.....	37,855	-	37,855
Tax refunds payable.....	32,000	-	32,000
Other liabilities.....	980	31,840	32,820
Deferred revenues.....	574,047	179,707	753,754
Notes payable.....	-	122,000	122,000
TOTAL LIABILITIES.....	707,855	370,560	1,078,415
FUND BALANCES:			
Reserved for:			
Encumbrances and continuing appropriations.....	80,371	-	80,371
Perpetual permanent funds.....	-	282,954	282,954
Unreserved:			
Designated for investment in joint venture.....	164,000	-	164,000
Designated for subsequent year's expenditures.....	533,178	-	533,178
Undesignated, reported in:			
General fund.....	870,246	-	870,246
Special revenue funds.....	-	959,494	959,494
Capital projects funds.....	-	112,605	112,605
Permanent funds.....	-	75,957	75,957
TOTAL FUND BALANCES.....	1,647,795	1,431,010	3,078,805
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 2,355,650	\$ 1,801,570	\$ 4,157,220

See notes to basic financial statements.

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2004

Total governmental fund balances.....	\$ 3,078,805
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	4,514,836
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	753,754
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(6,556)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(1,775,000)
Compensated absences.....	(169,000)
Net effect of reporting long-term liabilities.....	(1,944,000)
Net assets of governmental activities.....	\$ <u>6,396,839</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2004

	General	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:			
Real estate and personal property taxes, net of tax refunds.....	\$ 7,900,652	\$ -	\$ 7,900,652
Motor vehicle and other excise taxes.....	514,282	-	514,282
Intergovernmental.....	957,803	177,596	1,135,399
Departmental and other.....	331,085	99,848	430,933
Investment income.....	18,688	10,914	29,602
TOTAL REVENUES.....	9,722,510	387,527	10,110,037
EXPENDITURES:			
Current:			
General government.....	644,058	122,084	766,142
Public safety.....	1,483,427	131,109	1,614,536
Education.....	4,869,959	-	4,869,959
Public works.....	1,033,396	124,330	1,157,726
Human services.....	32,569	4,924	37,493
Culture and recreation.....	601,627	163,127	764,754
Pension benefits.....	285,432	-	285,432
Property and liability insurance.....	90,089	-	90,089
Employee benefits.....	354,807	-	354,807
State and county charges.....	110,486	-	110,486
Capital outlay.....	85,528	-	85,528
Debt service:			
Principal.....	125,000	-	125,000
Interest.....	83,664	-	83,664
TOTAL EXPENDITURES.....	9,800,042	545,574	10,345,616
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(77,532)	(158,047)	(235,579)
FUND BALANCES AT BEGINNING OF YEAR (AS RESTATED).....	1,725,327	1,589,057	3,314,384
FUND BALANCES AT END OF YEAR.....	\$ 1,647,795	\$ 1,431,010	\$ 3,078,805

See notes to basic financial statements.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2004

Net change in fund balances - total governmental funds.....		\$ (235,579)
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	266,411	
Depreciation expense.....	<u>(317,641)</u>	
Net effect of reporting capital assets.....		(51,230)
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>		
		(27,567)
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>		
Debt service principal payments.....		125,000
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(125,000)	
Net change in accrued interest on long-term debt.....	<u>421</u>	
Net effect of recording long-term liabilities and amortizing deferred losses.....		<u>(124,579)</u>
Change in net assets of governmental activities.....		\$ <u><u>(313,955)</u></u>

See notes to basic financial statements.

**PROPRIETARY FUNDS
STATEMENT OF NET ASSETS**

JUNE 30, 2004

	Water Enterprise Fund
ASSETS	
CURRENT:	
Cash and short-term investments.....	\$ 151,997
Receivables, net of allowance for uncollectibles:	
Water fees.....	122,312
Total current assets.....	274,309
NONCURRENT:	
Capital assets, net of accumulated depreciation.....	1,302,375
TOTAL ASSETS.....	1,576,684
LIABILITIES	
CURRENT:	
Warrants payable.....	53,873
Accrued payroll.....	1,177
Accrued interest.....	4,591
Bonds and notes payable.....	75,000
Total current liabilities.....	134,641
NONCURRENT:	
Compensated absences.....	15,000
Bonds and notes payable.....	1,150,000
Total noncurrent liabilities.....	1,165,000
TOTAL LIABILITIES.....	1,299,641
NET ASSETS	
Invested in capital assets, net of related debt.....	77,375
Unrestricted.....	199,668
TOTAL NET ASSETS.....	\$ 277,043

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2004

	Water Enterprise Fund
<u>OPERATING REVENUES:</u>	
Charges for services	\$ 344,414
<u>OPERATING EXPENSES:</u>	
Cost of services and administration	263,651
Depreciation.....	34,240
 TOTAL OPERATING EXPENSES	 297,891
 OPERATING INCOME (LOSS).....	 46,523
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(57,835)
Other revenues.....	3,908
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 (53,927)
 INCOME (LOSS) BEFORE OPERATING TRANSFERS.....	 (7,404)
 NET ASSETS AT BEGINNING OF YEAR (AS RESTATED).....	 284,447
 NET ASSETS AT END OF YEAR.....	 \$ 277,043

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2004

	Water Enterprise Fund
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 356,832
Payments to vendors.....	59,208
Payments to employees.....	<u>(269,426)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>146,614</u>
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>	
Other revenues.....	<u>3,908</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Principal payments on bonds and notes.....	(75,000)
Interest expense.....	<u>(58,085)</u>
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	<u>(133,085)</u>
NET CHANGE IN CASH AND SHORT-TERM INVESTMENTS.....	17,437
CASH AND SHORT-TERM INVESTMENTS AT BEGINNING OF YEAR.....	<u>134,560</u>
CASH AND SHORT-TERM INVESTMENTS AT END OF YEAR.....	\$ <u>151,997</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>46,523</u>
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation.....	34,240
Changes in assets and liabilities:	
Water fee receivable.....	12,418
Warrants payable.....	44,208
Accrued payroll.....	(5,775)
Accrued compensated absences.....	<u>15,000</u>
Total adjustments.....	<u>100,091</u>
NET CASH FROM OPERATING ACTIVITIES.....	\$ <u>146,614</u>

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Wenham, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

A. Reporting Entity

The Town is a municipal corporation governed by an elected three member Board of Selectmen and an appointed Town Administrator.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no Component Units that require inclusion in these general purpose financial statements.

The Town is a member of the North East Solid Waste Committee (NESWC), a joint venture with 23 communities, organized to represent its members in all matters related with the solid waste disposal at a regional waste-to-energy facility located in North Andover, Massachusetts. This agreement and related joint venture will expire in September 2005. In accordance with a depository agreement, NESWC was granted control over various funds received from the contract communities. As of June 30, 2004, the Town's equity interest in the operation of NESWC totaled approximately \$164,000, which is recorded in the General Fund. At the end of the agreement all funds held by NESWC will be distributed back to the Town. Complete financial statements for NESWC can be obtained directly from their administrative office located at 3 Burlington Woods, Burlington, Massachusetts 01803.

The Town has an agreement with the Town of Hamilton to operate a Joint Public Library under the direction of a Joint Board of Library Trustees. The Town is the administrator for all matters associated with the management of the Joint Public Library. All revenues and expenditures related to the operation of the Joint Public Library are accounted for in the Town's General Fund. Reimbursements from the Town of Hamilton for their apportioned share of expenditures are recorded as intergovernmental revenue. In fiscal year 2004 operating expenses were approximately \$635,000 of which the Town's share was approximately \$178,000 and Hamilton's share was approximately \$457,000 and reported as intergovernmental revenue.

The Town is a member of the Hamilton-Wenham Regional School District that provides educational services to both communities. This joint venture assesses each community its share of operating and debt service costs based on student population and other factors. In fiscal year 2004 Wenham's share of the operating expense was \$4,491,832 and its share of the debt service expense was \$314,147. There is no equity interest reported in these financial statements. Complete audited financial statements can be obtained directly from the District's administrative office located at 5 School Street, Wenham, MA 01984.

B. Government-Wide and Fund Financial Statements*Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

The GASB requires separate financial statements be provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.

- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental fund is reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise and Trust Funds).

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the

proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Town has presented the water activity as an *water enterprise fund* for the first time in FY2004. All assets, liabilities and net assets related to this operation has been restated by reducing the net assets of the governmental activities as of June 30, 2003.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The Town does not report any fiduciary funds.

Government-Wide and Fund Financial Statements

For the government-wide financial statements all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate tax liens are processed after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water User Fees

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Unbilled user fees are estimated at year-end and are recorded as revenue in the current period. Water liens are processed after year end and included as a lien on the property owner's tax bill.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories***Government-Wide and Fund Financial Statements***

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the

G. Capital Assets***Government-Wide and Proprietary Fund Financial Statements***

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, and similar items), are reported in the applicable governmental activity column of the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Capital assets of the governmental activities column in the government-wide financial statements do not include construction period interest.

All purchases and construction costs in excess of \$5,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Land improvements.....	10-40
Buildings.....	40
Machinery and equipment.....	5-50
Infrastructure.....	10-60

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

H. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

I. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Transfers between and within governmental funds are eliminated from the governmental activities in the statement of net assets.

Fund Financial Statements

Operating transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

J. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

K. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"Other specific purposes" represents restrictions placed on assets from outside parties.

Fund Financial Statements (Fund Balances)

Fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Designations of fund balance represent tentative management plans that are subject to change.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

"Perpetual permanent funds" represents amounts held in trust for which only investment earnings may be expended.

Fund balances have been "designated for" the following:

"Subsequent year's expenditures" represents amounts appropriated for the fiscal year 2003 operating budget.

"Investment in joint venture" represents the Town's equity interest in the operation of a joint venture.

L. Long-term debt*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

M. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

N. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

O. Post Retirement Benefits*Government-Wide and Fund Financial Statements*

In addition to providing pension benefits, the Town provides health insurance coverage for retired employees and their survivors. The Town recognizes the cost of providing health insurance by recording its share of insurance premiums in the General Fund in the fiscal year paid. For the fiscal year ended June 30, 2004, this expenditure totaled approximately \$48,000. There were approximately 25 participants eligible to receive benefits at June 30, 2004.

P. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

Q. Total Column*Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - CASH AND INVESTMENTS

The Town maintains a cash and investment pool that is available for use by all funds, except the Trust Funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-Term Investments". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

At fiscal year-end, the carrying amount of the Town's deposits totaled \$3,325,875 and the bank balance totaled \$3,436,050. Of the bank balance, \$200,000 was covered by Federal Depository Insurance, \$2,145,361 was covered by the Depository Insurance Fund and \$1,090,689 was uninsured and uncollateralized.

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's investment pool. In addition, there are various restrictions limiting the amount and length of deposits and investments.

Investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Town's name.

The June 30, 2004, carrying value of the Town's deposits and investments consisted of the following:

Checking, savings and NOW accounts.....	\$	2,135,860
Money market deposits.....		<u>1,190,014</u>
Total carrying amount of cash.....	\$	<u><u>3,325,874</u></u>

NOTE 3 – RECEIVABLES

At June 30, 2004, receivables for the governmental funds, in the aggregate, including the applicable allowance for uncollectibles, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 97,224	\$ -	\$ 97,224
Real estate tax deferrals.....	200,862	-	200,862
Tax liens.....	29,258	-	29,258
Motor vehicle and other excise taxes.....	68,325	(11,808)	56,517
Departmental and other.....	2,786	-	2,786
Intergovernmental.....	179,707	-	179,707
Total.....	<u>\$ 578,162</u>	<u>\$ (11,808)</u>	<u>\$ 566,354</u>

At June 30, 2003, receivables for the water enterprise consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Water fees.....	<u>\$ 122,312</u>	<u>\$ -</u>	<u>\$ 122,312</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2004, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 486,681	\$ -	\$ -	\$ 486,681
Construction in progress.....	217,891	35,394	-	253,285
Total capital assets not being depreciated.....	704,572	35,394	-	739,966
<u>Capital assets being depreciated:</u>				
Buildings.....	2,864,223	71,500	-	2,935,723
Machinery and equipment.....	2,811,909	44,626	-	2,856,535
Infrastructure.....	146,904	114,891	-	261,795
Total capital assets being depreciated.....	5,823,036	231,017	-	6,054,053
<u>Less accumulated depreciation for:</u>				
Buildings.....	(451,785)	-	(69,363)	(521,148)
Machinery and equipment.....	(1,507,309)	-	(243,915)	(1,751,224)
Infrastructure.....	(2,448)	-	(4,363)	(6,811)
Total accumulated depreciation.....	(1,961,542)	-	(317,641)	(2,279,183)
Total capital assets being depreciated, net.....	3,861,494	231,017	(317,641)	3,774,870
Total governmental activities capital assets, net.....	\$ 4,566,066	\$ 266,411	\$ (317,641)	\$ 4,514,836
	Beginning Balance	Increases	Decreases	Ending Balance
Business-Type Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 17,361	\$ -	\$ -	\$ 17,361
<u>Capital assets being depreciated:</u>				
Machinery and equipment.....	582,945	-	-	582,945
Infrastructure.....	837,452	-	-	837,452
Total capital assets being depreciated.....	1,420,397	-	-	1,420,397
<u>Less accumulated depreciation for:</u>				
Machinery and equipment.....	(44,190)	-	(18,158)	(62,348)
Infrastructure.....	(56,953)	-	(16,082)	(73,035)
Total accumulated depreciation.....	(101,143)	-	(34,240)	(135,383)
Total capital assets being depreciated, net.....	1,319,254	-	(34,240)	1,285,014
Total business-type activities capital assets, net.....	\$ 1,336,615	\$ -	\$ (34,240)	\$ 1,302,375

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$	9,375
Public safety.....		82,088
Public works.....		62,211
Culture and recreation.....		<u>163,967</u>

Total depreciation expense - governmental activities.....	\$	<u>317,641</u>
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Business-Type Activities:

Water.....	\$	<u>34,240</u>
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The Town has elected to delay recording general infrastructure assets acquired before June 30, 2002 as allowed by GASB #34. The historical depreciated cost of these assets has not been compiled.

NOTE 5 – SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund.

At June 30, 2004, the Town had the following short-term debt outstanding:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2003	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2004
BAN	Town Hall/Police Station	1.88%	06/16/05	\$ -	\$ 50,500	\$ -	\$ 50,500
BAN	Joint Public Library.....	1.88%	06/16/05	-	71,500	-	71,500
				<u>\$ -</u>	<u>\$ 122,000</u>	<u>\$ -</u>	<u>\$ 122,000</u>

NOTE 6 – LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the Town's outstanding indebtedness at June 30, 2004, and the debt service requirements follow.

Bonds and Notes Payable Schedule – Governmental Funds

Project	Interest Rate (%)	Outstanding at June 30, 2003	Issued	Redeemed	Outstanding at June 30, 2004
Fire Truck.....	4.00 - 6.50	\$ 205,000.00	\$ -	\$ 20,000	\$ 185,000
Library.....	4.00 - 5.00	1,155,000.00	-	70,000	1,085,000
Lease Buyback.....	4.00 - 5.00	310,000.00	-	20,000	290,000
Town Hall/Police Station.....	4.00 - 5.00	230,000.00	-	15,000	215,000
Total Governmental Debt....		\$ 1,900,000	\$ -	\$ 125,000	\$ 1,775,000

Debt service requirements for principal and interest for Governmental Bonds payable in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2005.....	\$ 125,000	\$ 78,661	\$ 203,661
2006.....	125,000	73,661	198,661
2007.....	125,000	68,661	193,661
2008.....	125,000	63,659	188,659
2009.....	125,000	58,661	183,661
2010.....	125,000	53,536	178,536
2011.....	125,000	48,286	173,286
2012.....	125,000	42,911	167,911
2013.....	125,000	37,288	162,288
2014.....	125,000	31,539	156,539
2015.....	100,000	25,726	125,726
2016.....	95,000	20,975	115,975
2017.....	85,000	16,415	101,415
2018.....	85,000	12,250	97,250
2019.....	80,000	8,000	88,000
2020.....	80,000	4,000	84,000
Total.....	\$ 1,775,000	\$ 644,229	\$ 2,419,229

Bonds and Notes Payable Schedule – Enterprise Fund

Project	Interest Rate (%)	Outstanding at June 30, 2003	Issued	Redeemed	Outstanding at June 30, 2004
Water Tower.....	4.00 - 5.00	\$ 1,300,000	\$ -	\$ 75,000	\$ 1,225,000

Debt service requirements for principal and interest for enterprise fund bonds and notes payable in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2005.....	\$ 75,000	\$ 55,085	\$ 130,085
2006.....	75,000	52,085	127,085
2007.....	75,000	49,085	124,085
2008.....	75,000	46,085	121,085
2009.....	75,000	43,085	118,085
2010.....	75,000	40,010	115,010
2011.....	75,000	36,860	111,860
2012.....	75,000	33,635	108,635
2013.....	75,000	30,260	105,260
2014.....	75,000	26,810	101,810
2015.....	75,000	23,323	98,323
2016.....	80,000	19,760	99,760
2017.....	80,000	15,920	95,920
2018.....	80,000	12,000	92,000
2019.....	80,000	8,000	88,000
2020.....	80,000	4,000	84,000
Total.....	\$ 1,225,000	\$ 496,003	\$ 1,721,003

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2004, the Town had the following authorized and unissued debt:

Purpose	Amount
Town Hall/Police Station.....	\$ 3,700,000
Iron Rail Boiler.....	72,000
Total.....	\$ 3,772,000

General Long-Term Liabilities

The Town records its liability for long-term bonds and notes in the Government-wide financial statements. Other general long-term obligations recognized by the Town are its obligations for compensated absence benefits (sick and vacation pay). These liabilities will be liquidated in the future from Governmental Funds.

During the fiscal year ended June 30, 2004, the following changes occurred in long-term liabilities:

	Balance June 30, 2003	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance June 30, 2004
Governmental Activities:					
Long-Term Bonds and Notes.....	\$ 1,900,000	\$ -	\$ (125,000)	\$ -	\$ 1,775,000
Compensated Absences.....	44,300	-	-	124,700	169,000
Total.....	<u>\$ 1,944,300</u>	<u>\$ -</u>	<u>\$ (125,000)</u>	<u>\$ 124,700</u>	<u>\$ 1,944,000</u>
Business-Type Activities:					
Long-Term Bonds and Notes.....	\$ 1,300,000	\$ -	\$ (75,000)	\$ -	\$ 1,225,000
Compensated Absences.....	9,700	-	-	5,300	15,000
Total.....	<u>\$ 1,309,700</u>	<u>\$ -</u>	<u>\$ (75,000)</u>	<u>\$ 5,300</u>	<u>\$ 1,240,000</u>

NOTE 7 – PENSION PLAN

Plan Description - The Town contributes to the Essex Regional Contributory Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan administered by the Essex Regional Retirement Board. Substantially all employees are members of the System. In the past, there were public school teachers and certain administrators who were members of the Commonwealth's Teachers Retirement System, to which the Town did not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$33,000 for the fiscal year ended June 30, 2004, and, accordingly, are reported in the General Fund as Intergovernmental Revenues and Pension Expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth during those years are borne by the Commonwealth. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth of Massachusetts Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 491 Maple Street, Danvers, Massachusetts, 01923.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution which is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL. The Town's contributions to the System for the fiscal years ended June 30, 2004, 2003 and 2002 totaled approximately \$250,000, \$255,000 and \$226,230 respectively, which equaled its required contribution for each fiscal year.

Non-contributory Retirement Allowance - The Town pays the entire retirement allowance for certain retirees who are eligible for non-contributory benefits and are not members of the System. The General Fund expenditure for fiscal year 2004 totaled approximately \$2,000.

NOTE 8 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The Town participates in premium-based health care plans for its employees and retirees. The Town participates in a premium-based workers' compensation insurance plan for its employees.

The amount of settlements has not exceeded the coverage in any of the last three fiscal years.

NOTE 9 – CONTINGENCIES

The Town participates in a number of federal award programs. These programs are subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2004, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2004.

NOTE 10 – COMMITMENTS

Under the terms of an agreement with the State Department of Environmental Management and Wheelabrator Inc., the Town is unconditionally obligated to make certain payments for its portion of the costs of using a resource recovery plant based on its projected minimum tonnage of solid waste to be disposed of at the plant until the end of the agreement in September 2005. The cost to the Town under the agreement totaled approximately \$126,000 for the fiscal year ended June 30, 2004. The plant facility was financed by the issuance of bonds totaling approximately \$197,000,000. In the event of a facility failure, under circumstances in which Wheelabrator Inc., is not required or is unable to pay damages, the Town's indirect share of the bonds, based on the aggregate projected minimum disposal tonnage of all participating communities, would be 0.71% of the total.

The Town is currently in the design phase of a project to renovate Town Hall and to construct a new Police Station. As of June 30, 2004, the Town has expended approximately \$308,000 on the project. The project has been funded through the General Fund and a transfer of \$244,000 of unexpended funds from the sale of bonds for the Water Department pump storage facility. The Town has authorized \$3,700,000 to be borrowed to fund the remainder of the project. During FY04, the Town received bids for the project. When bids were received, it was determined that the project costs would exceed the original \$3.7 million appropriation by approximately \$977,000. The Selectmen and the Building Committee then went back to a Special Town Meeting, in August, 2003, seeking additional funding for the project based on the bid amount. This request was approved by the Town Meeting but failed at the ballot. The Town has determined that the project cannot be completed for the approved \$3.7 Million and has crafted alternate plans which will be voted on at a special town meeting in October.

NOTE 12 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS***Future Implementation of GASB Pronouncements***

The GASB issued Statement #39, Determining Whether Certain Organizations are Component Units, an Amendment of GASB Statement #14, which is required to be implemented during fiscal year 2004. Management does not expect that this pronouncement will significantly impact the basic financial statements.

Other Future GASB Pronouncements:

The GASB issued Statement #40, Deposit and Investment Risk Disclosures, an Amendment of GASB Statement #3, which is required to be implemented during fiscal year 2005. This pronouncement will only require changes to the note disclosure.

The GASB issued Statement #42, Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries, which is required to be implemented in Fiscal 2006. Management does not believe that this pronouncement will significantly impact the basic financial statements.

The GASB issued Statement #43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, which is required to be implemented in FY2009. Since there is no legally established separate trust for the postemployment benefit plan this pronouncement will not impact the basic financial statements.

The GASB issued Statement #44, Economic Condition Reporting: The Statistical Section, which is required to be implemented in Fiscal 2006. This new GASB establishes and modifies requirements related to supplementary information presented in a statistical section. The presentation of a statistical section is not required by this pronouncement. This pronouncement will not impact the basic financial statements.

The GASB issued Statement #45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions, which is required to be implemented in FY2009. Management believes this pronouncement will require additional disclosure and impact the basic financial statements.

STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**A. Budgetary Information**

Municipal Law requires the Town to adopt a balanced budget that is approved by the Finance Committee (Committee). The Committee presents an annual budget to the Open Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Town Meeting, which has full authority to amend and/or reject the budget or any individual line item, adopts the expenditure budget by majority vote. Increases or decreases subsequent to the approval of the annual budget require a vote at a Special Town Meeting.

The majority of the Town's appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote at Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 2004 budget for the General Fund includes current year appropriations and other amounts to be raised of approximately \$10,183,000 and encumbrances and continuing appropriations from prior fiscal years of approximately \$94,000.

The Town Accountant has the responsibility to ensure that budgetary control is maintained on an individual line item appropriation account basis. Budgetary control is exercised through the Town's accounting system.

Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary basis to GAAP basis results for the General and Water Special Revenue Funds for the fiscal year ended June 30, 2004, is presented below:

	<u>General Fund</u>
Net change in fund balance - budgetary basis.....	\$ 38,468
<u>Basis of accounting differences:</u>	
Increase in revenues due to on-behalf payments.....	33,000
Net change in recording expenditures.....	(116,000)
Increase in expenditures due to on-behalf payments.....	<u>(33,000)</u>
Net change in fund balances - GAAP basis.....	<u>\$ (77,532)</u>

GENERAL FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGETARY BASIS - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2004

	Budgeted Amounts		
	Amounts Carried forward From Prior Year	Original Budget	Final Budget
REVENUES:			
Real estate and personal property taxes,			
net of tax refunds.....	\$ -	\$ 7,671,729	\$ 7,873,053
Motor vehicle and other excise taxes.....	-	485,398	485,398
Intergovernmental.....	-	922,540	922,540
Departmental and other.....	-	348,608	348,608
Investment income.....	-	24,401	24,401
TOTAL REVENUES.....	-	9,452,676	9,654,000
EXPENDITURES:			
Current:			
General government.....	17,199	806,943	824,142
Public safety.....	5,000	1,515,498	1,520,498
Education.....	-	4,758,071	4,879,615
Public works.....	16,800	928,001	989,801
Human services.....	5,848	38,374	79,002
Culture and recreation.....	42,386	647,744	690,130
Pension benefits.....	-	252,444	252,444
Property and liability insurance.....	-	86,473	86,473
Employee benefits.....	1,947	386,891	388,838
State and county charges.....	-	109,563	109,563
Capital outlay.....	-	-	-
Debt service:			
Principal.....	-	125,000	125,000
Interest.....	-	156,219	156,219
TOTAL EXPENDITURES.....	89,180	9,811,221	10,101,725
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES..	(89,180)	(358,545)	(447,725)
NET CHANGE IN FUND BALANCE	(89,180)	(358,545)	(447,725)
BUDGETARY FUND BALANCE, Beginning of year.....	1,413,327	1,413,327	1,413,327
BUDGETARY FUND BALANCE, End of year.....	\$ 1,324,147	\$ 1,054,782	\$ 965,602

See notes to general purpose financial statements.

Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
\$ 7,900,652	\$ -	\$ 27,599
514,282	-	28,884
924,803	-	2,263
331,085	-	(17,523)
18,688	-	(5,713)
9,689,510	-	35,510
644,058	13,379	166,705
1,483,427	210	36,861
4,869,959	-	9,656
917,396	6,900	65,505
32,569	5,848	40,585
601,627	40,206	48,297
252,432	-	12
90,089	-	(3,616)
354,807	13,828	20,203
110,486	-	(923)
85,528	-	(85,528)
125,000	-	-
83,664	-	72,555
9,651,042	80,371	370,312
38,468	(80,371)	405,822
38,468	(80,371)	405,822
1,413,327	-	-
\$ 1,451,795	\$ (80,371)	\$ 405,822

WENHAM POLICE DEPARTMENT

On behalf of all the members of the Wenham Police Department I offer our 2004 annual report with the goal of providing some useful knowledge of the past, some vision of the future, some of the skills used to afford service and provide for the well-being of the community. I hope you will find this report useful in becoming knowledgeable about our Department and police-related activity in our community.

With my anticipated retirement within the next 2-4 years the Town Administrator and I felt it was time to plan for the future of the Department. This plan is a matrix for a smooth transition from my administration to another.

This proposed transition plan, already in to its second phase, involves the promotion of interim Deputy Chief Kenneth Walsh for an undefined period of time before my retirement and the restructuring of the department. This position is temporary and terminates with my retirement.

In early 2004 the Police Department received two separate complaints from concerned citizens about elderly residents being scammed out of their life savings by people they trusted. Retrospectively these investigations remind us that our elder population is extremely vulnerable to being victimized and need to be vigilantly protected by society and intimately protected by family, friends and neighbors.

In the first case if a suspicious family member had not reported on a hunch, a feeling that something was not right, the swindler could have netted roughly \$100,000.00 from the victim. A diligent investigation by Officer Mark Fraser stopped the perpetrator and the court has ordered full restitution.

The case of the second victim involved several citizens reporting to the police their concerns that an elderly resident had been giving large sums of money to a contractor. Rewarding the excellent and diligent work on the first case with more work, Officer Mark Fraser was again assigned to this case. In a short amount of time it was determined that something was not right. Permission was granted by the eighty-eight year old victim to check banking records.

The investigation showed that this person, known to the victim, befriended her and through persuasion convinced the victim that her house was in need of a lot of work, which he could perform for her. During the course of a twelve month period, the suspect was able to bilk the victim out of \$37,540.00, in twenty eight different check payments and two cash payments. The suspect also during this time period took antiques from the home in lieu of work performed.

Again in this case, the victim knew the suspect through previous business transactions, was befriended and this friendship and trust was violated to take advantage of the victim.

Hearing about cases such as these should make us realize how vulnerable our elderly friends and family members are to scam artists who prey on the elderly and will attempt to deceive and cheat them out of their life's savings. These two victims were protected by family, friends and neighbors who were apprehensive of the situations and reported to the

police those who would take advantage of the unsuspecting and vulnerable elderly in our society. Be a good neighbor; be a good friend; report what is suspicious or tends to offend.

I have commended Officer David Doyle for excellent police work he did in recovering a golf cart in Wakefield New Hampshire, stolen property belonging to the Wenham Golf Club valued at over \$3,000. Additionally, for identifying the person responsible for the theft and following through on several related cases. I thanked him for his dedication throughout this investigation and in particular for the successful conclusion, a consequence of his diligent and tenacious efforts.

In conversation with DPW Director Dan Lynch and Town Administrator Jeff Chelgren, we had discussed the purchase of our own traffic survey equipment. We agreed that it would be convenient to have our own equipment and conduct our own surveys, as the demand seems to be increasing. In May 2004, I discussed with my staff the purchase of our own survey equipment and the use of equipment funds from the Governor's Highway Safety Bureau Click-it-or-Ticket grant. Officer Don Woodbury has written the grants over the past several years and has been able to receive the highest level of funding, including \$3000 in equipment. We purchased the equipment and have conducted surveys in several problem areas. I commend everyone involved for a real team effort in addressing our traffic problems with a true professional approach.

The Wenham Police Department this also conducted an auto etching and open house under the direction of Officer Jeff Toby and Deputy Chief Ken Walsh. A total of seventy-two cars had their VIN's etched into the glass to deter theft of the vehicle and the owners received a reduction in the comprehensive auto insurance rates for having it done.

Officer Don Woodbury was certified as a Drug Recognition Expert (DRE). The program trains law enforcement officers to detect drivers under the influence of illegal drugs, prescription and over-the-counter medications, and inhaled products that impair a driver. A Drug Recognition Expert must successfully complete a course in the Standardized Field Sobriety Tests before beginning the three-phase program of instruction to be certified as a DRE. First Phase: The officer attends a 16-hour school, which includes an overview of the DRE program, instruction on the seven drug categories, and basic drug terminology. Second Phase: The officer completes a 56-hour DRE school program consisting of 30 modules of instruction, an overview of the drug evaluation process; sessions on each drug category; and legal issues, case preparation, and courtroom testimony. This phase requires both classroom instruction and field training, and the officer must pass a written examination before beginning the final training phase. Third Phase: The officer must complete examinations of at least 12 subjects under the supervision of a trained DRE instructor. Of those 12 evaluations, the officer must identify an individual under the influence of at least three of the seven drug categories and obtain a minimum 75% toxicological corroboration rate. The officer must then pass another written examination and a separate skills demonstration examination performed in front of two DRE instructors before he or she becomes certified as a DRE. After certification,

A DRE must maintain an up-to-date resume or curriculum vitae and be recertified every two years. During that time period, the DRE is required to conduct four hands-on evaluations and to attend eight hours of in-service training.

Wenham's **Comprehensive Emergency Management Plan (CEMP)** states "Should local government resources prove to be inadequate during an emergency, requests for assistance will be made to other local communities and higher levels of government in accordance with mutual aid agreements. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing wherever possible." In response to this mandate the Town has executed "Mutual Aid Agreements" with all of our contiguous communities.

We have also conducted training in **Incident Command System (ICS)** so from the first responding units on the scene a command structure is in place. Their critical task include establishment of communication and control, identify the "kill zone", establish an inner and outer perimeter, set up a command post and staging area and request resources.

Communicating to the public the "nature of the disaster" and the "threat" has always been a problem. Other than door to door notification or bull horn we have no way to communicate during an emergency. For eight years the Hamilton-Wenham Emergency Center has been trying to purchase a Reverse 911 system. With this system a taped message can be phoned to every home in Town in the event of an emergency. This year, Chief Surpitski, Public Safety Director in Ipswich approached us and invited us to join his Dialogic Communication Corporation (DCC) system. Using a portion of a Homeland Security Grant we are adding telephone lines to the Ipswich DCC system and will contribute to the systems maintenance costs. This system will give us the ability to contact every home in a designated area, call a list of essential personnel or notify the entire population of the Town(s) of an emergency situation.

Our short term homeland security goals... and our security needs and priorities are:

- Increasing our ability to communicate with the citizens of the community in an emergency situation through D.C.C. & Public Address Systems).
- Increased and improved training for Town officials and emergency personnel.
- Identification and plans to protect critical infrastructure
- Monitor identified targets to mitigate potential terrorist acts
- Update All-Hazard Emergency Operations Plans (CEM/EOP).
- Update Terrorism Incident Response
- Mutual Aid Agreements.
- Interoperability protocols
- Communications plans.
- Continuity of Operations Plans (COOP)
- Continuity of Government (COG) Plans.
- State and local hazard and risk assessments
- Citizen and family preparedness plans and programs

- Training for local officials on EOPs and Strategic Plans
- Workshops for local government officials

I would like to thank all the employees of the Wenham Police Department for their commitment and dedication and especially our police secretary Susan Hersee.

Once again I would like to thank all of the employees of the Town of Wenham that have assisted the Wenham Police in our efforts to serve the community and its citizens. A special “thank you” to Nichole Hagstrom who invaluablely assisted Ken Walsh in getting the Police Department’s first web site up and running. The Fire Department, with whom we work closely has been very supportive. The Highway Department always responds to our “issues of safety” and does an outstanding job. I thank the Town Hall personnel, committees and appointed officials whom are supportive, co-operative and work well with our Department regularly. A special “thanks” our dedicated elected officials who generously give of their time and efforts to all of the citizens of the Town and to the Police Department employees. Thank you.

William MacKenzie

Chief of Police

WENHAM FIRE DEPARTMENT

I am pleased to present the 2004 annual report for the Wenham Fire Department. We have had a successful and progressive year for the department and the town. We now have more than two-thirds of our firefighters trained to at least Firefighter Level II certification of the Massachusetts Firefighting Academy. Our officers, Capt. Stephen Kavanaugh, Lt. Daniel Sullivan, Lt. Jeffrey Baxter, Sr. Firefighter David Raymond, and others have done an outstanding job bringing the department to this level of preparedness.

Wenham Fire Department is fortunate to have Lt. Jeff Baxter as our Fire Prevention Officer. His understanding of the codes and statutes has been of immeasurable value to our customers, the residents of Wenham. He is able to offer guidance and direction for both new and remodeling construction. The activities, inspections, and permits issued by Wenham Fire Department for this year have generated more than \$9000 in receipts for the town.

With the help of a new software package we obtained jointly with Hamilton Fire Department, we are in the process of updating all of our site files (residential and commercial addresses). This is a substantial undertaking, but once the data is entered we will be able to track and report on our activities in much greater depth. We will also be able to track and predict the maintenance and/or replacement of our equipment with greater accuracy.

This year, we have made significant improvements to our systems and equipment. These improvements have come via several grant awards, and at no cost to the town. The result is more efficient operation, improved service to the community, and much safer work conditions for our firefighters.

In June we received two more defibrillators under a grant from Massachusetts Department of Health. These two defibrillators were placed in the Center School/Town hall (1st floor) and in Wenham Tea House. This continues to expand our goal to maintain Wenham as a "Heart Safe Community". We now have 13 defibrillators dispersed throughout town. Our firefighters provided training at no cost to the school administration staff, Town Hall employees and WVIS employees.

In September, we applied to the Hamilton-Wenham Rotary Club for a grant to equip the new Council-On-Aging van with a defibrillator. Again, our firefighters trained the staff and drivers to use this life saving piece of equipment.

Back in July, we were awarded a Homeland Security grant which has provided the funding for a joint Wenham, Hamilton, and Ipswich emergency telephone notification system. This is more commonly referred to as a "reverse 911" system. While we hope to never need it, we are very pleased to have this capability. It is important for our residents to listen to recorded phone calls before they hang up. This is the method we will use to spread important information to the community, or segments of it, as quickly as possible.

We have also been able to purchase and install a video monitoring system at the Fire / Police Station for the safety of our personnel and visitors. This grant has also allowed us to purchase a portable public address system for emergencies or community events, and a laptop computer with a projection system to be used for training personnel and educating the public.

Late August brought the best of the grant news; we were notified by Senator Kennedy's office that we had won a competitive grant for \$48,152. This grant was awarded specifically to upgrade the fire/emergency radio system. It will provide each Wenham firefighter with his own issued portable radio. This is a major step towards improving the safety and effectiveness of our firefighters. These individual radios will also be capable of transmitting an emergency signal and identifying the sender. The grant will also upgrade all of our mobile radios and the systems at the emergency center. Additionally, this grant will add 800 MHZ communication capability to the Emergency Center. This will allow our Fire and Police departments to communicate directly with Federal and State agencies during an incident.

This grant came with the requirement of a 10% match. Wenham Fire Company was able to cover the match amount through the generous donations received at the annual Open House in August.

The total value of services and equipment provided to the Town of Wenham via grants received last year is almost \$70,000.

Once again, I make my annual appeal to our community.

"HELP US TO HELP YOU"

If we can not find your house, it will delay the help you need. Please identify your home or business with at least three (3) inch reflective numbers, visible to responders from either direction.

Fully a third of our calls are for medical assistance. The program is defined as follows.

MEDICAL AID PROGRAM

As in past years, medical emergencies in Wenham are serviced by the Fire Department's Medical Aid Program. The Medical Aid Response Team provides initial care prior to transport by Lyons Ambulance Service. As in other situations related to the Fire Department, these "Medical Aid Response Team" members are *call* firefighters; they respond from their homes or work when paged.

To keep current in areas related to the Medical Aid program, training is a major emphasis. Firefighters and police officers continually train and recertify at the First Responder and EMT (Emergency Medical Technician) levels. Automatic defibrillators

(AEDs) continue to become an increasingly important part of the town's medical program. We are fortunate that AEDs are carried in all police cruisers and in several fire apparatus. Fire and police continually train on these pieces of equipment, as well as educate the community about their effectiveness. A defibrillator was recently installed at Wenham Tea House, and their staff was trained in its use. Efforts related to community education remain a priority for the Fire Department. Classes in CPR (Cardiopulmonary Resuscitation) for the community and the schools were offered again this year, certifying participants in CPR for infants, children, and adults.

This year brought a memorable example of putting ongoing training into action. Members of the Fire and Police Departments performed an emergency childbirth at a private home in town. We are proud of the expertise and professionalism demonstrated in this incident, the first delivery since the creation of the town's medical aid program.

The medical program has been supported again this year by the Wenham Fire Company. Through their volunteer hours and fundraising activities, the Company continues to donate equipment for the Medical Aid program. I would like to thank the Wenham Fire Company for its ongoing support. In addition, thanks to the Enon Village Tenants' Association for their generous donation of a training mannequin.

The Department continues to benefit from cooperative working relationships among the Wenham Fire Department (first responders, Emergency Medical Technicians), the Wenham Police Department, the Gordon College emergency response team, the Hamilton -Wenham Emergency Center, and Lyons Ambulance. Special thanks are extended to Greg Hogan, training coordinator of Lyons Ambulance, for his continual support of our training programs. This arrangement has led to effective service delivery for citizens with medical emergencies. Thanks to all of the individuals who have contributed to provide a high level of care.

Robert Blanchard, Deputy Chief
EMS Coordinator

In conclusion, I want to thank all of the employees of Wenham. As an "on-call department", our ability to respond to your needs is especially supported by Wenham Police and Wenham Highway. We appreciate their efforts.

Finally, as I complete my 30th year with Wenham Fire, and 3+ years as your Fire Chief, I want to express my gratitude to our residents. I have looked forward to every day. As Bob mentioned above; we delivered a baby at home this year. What a great way to cap a career!

Calvin M Perkins, Chief
Wenham Fire Department

EMERGENCY CENTER OPERATIONS BOARD

The dispatchers at the Hamilton-Wenham Communications Center continue to proudly serve the citizens of both towns.

This year we spent a great deal of time planning for the technology updates for the coming year. As we move into the future, console rearrangements will be necessary to accommodate the new 9-1-1 equipment, an 800 MGZ radio, monitoring systems and a community notification system.

The 9-1-1 computers will continue to show caller information and will now give us the ability to locate cell phone callers. Many times, calls come from cell phones and the caller is unsure of his location. The new equipment will pinpoint the origin of the crisis and precious minutes will not be wasted trying to locate the emergency. All PSAPs (public safety answering points) will have installation by the end of 2006. The Statewide Emergency Telecommunications Board is overseeing the project and there is no cost to the towns for either equipment or installation, which is valued at over \$100,000. Updates to the radio system are scheduled for 2005 and many hours of planning have been invested in this project. Once again, there is no cost to either town as it is being funded through a federal grant. Both Hamilton and Wenham fire departments co-operated on the writing of the grants. Together we are able to accomplish more. After over ten years of trying to get funding for a community notification system, a homeland security grant has made this a reality. The Town of Ipswich bought the system a few years ago and generously offered to allow us to buy into their set-up. In the case of an emergency, residents of Hamilton and Wenham will be notified by a recorded phone message. A strict policy will be in place to assure the usage for only public safety emergencies. There will be a public education program planned for the spring. Part of our commitment to the communities is education. We host school and scout groups to discuss when to call 9-1-1 and what resources are available. Public Safety Day is held in Hamilton each September to allow everyone to tour the communications center and see the police and fire vehicles. Please watch for the date in the fall.

Space continues to be problem for us. Our radio equipment should be in a controlled environment but is housed in an open stairway and the ambulance garage. The main components of the new 9-1-1 system will have to be housed in the janitor's closet, after pipes and walls are removed.

The level of co-operation between all departments in Hamilton and Wenham gets better each year. We try to maintain the best service possible for our towns while under budget constraints.

Anne Marie Cullen
Chief Dispatcher

HIGHWAY DEPARTMENT

The Highway Department is served by nine dedicated employees who provide excellent service to the Town of Wenham. Our responsibilities are extensive and varied. These duties include the maintenance of the cemetery, the town's buildings, parks and grounds, the repair and upkeep of all town vehicles, and the continuous effort to provide safe roadways. Assistance is also given to the water department when the situation warrants.

Fall work included the preparation of all parks for winter. In addition, irrigation lines were cleared; lawns were limed, seeded, and fertilized. The crew also handled the pickup of a bumper crop of leaves throughout the Town. The layout of the new Wenham cemetery located at Iron rail property commenced. It is anticipated that this cemetery will become available in the fall of 2005.

The winter of 2004 arrived with a record-breaking snowfall (30+ inches) on December 6 and 7. Highway Department employees worked in excess of 40 hours to keep roads passable. Snow came early, but the overall snow amounts were average for this winter season. Our primary tasks were to plow snow, clear sidewalks and sand for ice conditions. The Wenham Highway Department applied for Federal Emergency Relief for this storm event and recovered over \$24,000 in reimbursement funds from the Federal government.

The spring season included the annual clean up of the town, ball fields, and parks. Once again through the efforts of the Highway Department, the ball fields were ready for opening day. The cemetery and downtown area were cleaned and mowed in preparation for the annual Memorial Day Ceremonies.

Throughout the summer construction season, highway crews excavated and prepped Pleasant Street for sidewalk paving. The Highway Department has added nearly two miles of sidewalk in the last two years. The Department also paved the following roadways: Fairview Avenue, Fiske Road, Patti Lane, Lake Avenue and Great Pond Road. The crew also maintained parks, cemetery and town-owned properties.

Respectfully submitted,

Daniel S. Lynch
Director of Public Works

John Pews, General Foreman

Frank Eldridge, Heavy Eq. Operator
Shawn Davis, Driver/Operator
Richard Hicks, Heavy Eq Operator
Robert Veil, Mechanic

Donald Maidment, Heavy Eq. Operator
Lenny Tuneburg, Driver/Operator
William Wildes, Driver/Operator
Ryan Davis, Summer Help

Town Hall and Police Station Building Committee

At an October 19, 2004 Special Town Meeting the Town Hall and Police Station Building Project received authorization to increase the project budget by \$1,001,000 over the original 2002 appropriation. The newly established budget of \$4,435,000 was approved in order to build a revised project design, which involved the removal of the existing town hall and the construction of a new, 2-story building that would house the police department on the first floor and the town hall offices on the second.

The new, approved project design is expected to offer a more efficient building and site design that is anticipated as providing greater efficiencies in the overall construction costs, the operational configuration of the office spaces, the open space layout, and on-site traffic circulation and parking designs. The proposed building architecture attempts to replicate many of the features of the historic town hall building but also incorporates new elements such as a porch over the main entrance to both the town hall and police offices and a 2 bay sally port for the police department.

The Building Committee began immediately working with the project architect, J. Stewart Roberts, on the development of project designs and renderings that would be used to begin the initial permitting process with town boards such as the Historic District Commission, Zoning Board of Appeals, and Board of Health. Design work and related permitting are expected to be completed by late Summer, 2005, and the project put out to bid by early to mid-Fall of the same year. If the project proceeds as expected, construction will take approximately 12-16 months and the building may be ready for occupancy by late Spring or early Summer, 2007.

Respectfully Submitted:

Win Dodge, Chairman
Jeff Chelgren
John Darling
Douglas Hall
Tom Tanous
William MacKenzie
James Purdy
Richard Quinn
Dick Gourdeau
John Clemenzi

WENHAM BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The Wenham Bicycle and Pedestrian Advisory Committee was formed in 1997 to oversee the planning and development of safe pathways in Wenham, while maintaining the rural character of the town. The first order of business for the newly assembled committee was the creation of a Master Plan. The Master Plan, completed in 1999, was professionally crafted to conciliate engineering requirements and the rural character of our town. It identifies six top priority roads: Maple Street, Topsfield Road, Pleasant Street, Larch Row, Grapevine Road, Walnut Road and Cedar Street. The already existing pathway on Cherry Street has been resurfaced. Maple Street, Topsfield Road and Pleasant Street are complete. Grapevine Road has been completed from Gordon College to Rubby Road. The DPW plans to complete Grapevine Road during the first half of 2005. Financing permitting, Larch Row will be the next road slated for sidewalks. When our pathways are completed, they will form part of a critical transportation link to our schools, recreation sites and other public facilities throughout Wenham.

The committee organized our last golf tournament for sidewalks at the Myopia Hunt Club. This event, chaired by Wenham resident Sue Evans, is our main fundraiser and we raised approximately \$18,000. The committee, with the help of Bill Charman, has been actively fundraising on Grapevine Road. We have raised \$24,932.75 during 2004 from many generous families. A special thanks to Mullen Advertising who has also agreed to donate \$7500 over a three year period!

Finally, we would like to thank Dan Lynch and the DPW for their constant help with our committee as well as their ceaseless work in clearing our roads and sidewalks of the overwhelming amount of snow we received this year!

Many thanks to everyone who has helped or contributed to the improvement of Wenham roadside paths.

Respectfully submitted,

Frances de Lacvivier, Chairman

Committee Members: Conrad Willeman, Betsy Miller, Susan Quateman, Tisha Charman, Bill Charman, Laura Carrigan, Sue Evans, Moira Riccio, Mary Hull, Lauren Prior, Win Dodge, Selectman Peter Hersee and DPW Supervisor Dan Lynch.

WATER DEPARTMENT

Our major focus during 2004 was the appeal, joined by numerous other municipalities in the area, of the Department of Environmental Protection's (DEP) new proposed requirements for our water usage under the state Water Management Act (WMA). These new constraints would drastically diminish our ability to use water for lawn and garden irrigation, as well as require us to raise our rates substantially. Although water conservation has always been one of our main focuses, we feel that the DEP's proposed WMA permit is not based upon science, and seeks to impose an inflexible "one size fits all" approach to water conservation rather than taking into account the unique circumstances found in Wenham. We spent a tremendous amount of time and resources to try to convince the DEP, The Ipswich River Watershed Association and the Administrative Law Judge (ALJ) that a more reasonable approach is warranted. We are now awaiting a determination from the ALJ.

Our water quality remains excellent and meets or exceeds all existing standards. To help protect our supply and maintain this quality, we have taken a pro-active approach regarding Underground Storage Tanks (UST's). At the 2004 annual town meeting, a new bylaw was passed which will mandate testing of UST's to ensure that they are not leaking and contaminating our water supply. We will be implementing this program during 2005, with financial assistance to help homeowners with the costs involved with these requirements.

We also started a meter replacement program during 2004. Although this program will take several years to complete, we will have the ability to read water meters via a radio signal by just driving by each home. This will greatly enhance the reading and billing procedure resulting in increased efficiency and accuracy.

New construction techniques have been developed which will allow us to replace the Lord's Hill water tank, rather than painting and repairing the existing tank. We will be proposing this new scenario at the 2007 town meeting. Although the initial cost of replacing the tank is greater than just painting and repairing, the new tank will be pre-stressed concrete and not necessitate the ongoing maintenance which the current tank requires. This will result in substantial cost savings in the long term.

As always, we would like to thank the many town officials and residents who help to keep Wenham water among the best around.

Richard K. Quateman, Chairman
Richard M. Carnevale (2006) appointed
Benjamin B. Tymann (2007)

Bruce Blanchard, Superintendent

WATER DEPARTMENT STATISTICS

	<u>2003</u>	<u>2004</u>
TOTAL WATER PUMPED	116,605,000 (Permitted withdrawal: 142,350,000)	118,136,000
MAXIMUM DAY	729,000	774,000
AVERAGE GALLONS/PERSON/DAY	72.14	73.57
HARDNESS (Calcium)	163 mg/l	170.5 mg/l
MILES OF WATER MAIN	27.67	27.75
FIRE HYDRANTS	207	209
WATER SERVICES	1,116	1,123
NEW SERVICES ADDED	1	7
METERED WATER SALES	\$335,889.17	\$390,818.70
OTHER INCOME	\$1,170.00	\$10,000.54
TOTAL INCOME	\$337,059.170	\$400,819.24

BOARD OF ASSESSORS

For Fiscal 2005 the total value of assessed property in Wenham increased by \$52,849,030 from \$692,245,572 to \$745,094,602. By comparison, the increase in the prior year was only \$4,627,287. All but \$432,730 of the increase occurred in the "residential" category.

The town again benefited from significant "New Growth" of \$9,738,587 which added \$112,870 to the Levy Limit.

Unlike the prior year almost every taxpayer experienced a change in their assessment. One thousand seventy one properties increased by an aggregate amount of \$58,162,219 resulting in an average increase, excluding New Growth related to new homes and lots of \$47,868. Fifty six properties had decreased assessments totaling \$6,021,200.

The median, detached, single family Wenham residence is now assessed for \$501,800; an increase of \$26,000 or 5.5% over last year. The average detached single family Wenham residence is now assessed for \$581,983; an increase of \$45,298 or 8.4% over last year. The growing gap between the median and average detached single family residence reflects both the higher appreciation of expensive properties (over \$1,000,000) and the fact that most new homes built in the past three years have been relatively expensive homes (over \$1,000,000).

The tax rate increased 32 cents from \$11.59 to \$11.91 per thousand of assessed values due to the expenditure increases approved by Wenham voters at the May 1, 2004 Annual Town Meeting, partially off-set by the increase in assessed values. The combined increases in the tax rate and assessed values increased the annual real estate tax bill for the owner of a detached single family median property (\$501,800) by \$462 or 8.4% from \$5,514 to \$5,976.

During Fiscal 2004, we received 37 real estate abatement requests of which 23 were fully or partially approved for a total abated assessed value of \$2,675,400 and abated tax value of \$31,009. We also granted the following real estate tax exemptions;

Statute	Number	Amount
Chapter 59, CL 22 & 22E - Veterans	17	4,425
Chapter 59, CL 37A - Blind	4	1,000
Chapter 59, CL 41A - Tax Deferral	9	30,074
Chapter 59, CL 41C - Senior 65 & Over	16	16,000
Chapter 59, CL 17D - Surviving Spouse	0	0

Three seniors had their real estate tax reduced by a collective \$2,250 as a result of their participation in the Senior Citizens Property Tax Work-Off Abatement Program.

We want to thank John McCrae for his dedicated contribution to our Board over the past 18 months. John recently resigned after moving to Hamilton. We also wish to welcome John's replacement, Sean Condon who was appointed as Assessor on January 4, 2005.

Lastly, we want to thank the Wenham taxpayers for their patience and civility in their interactions with us. The continued substantial increases in property values have put a strain on our small department and Board to accurately and fairly assess Wenham property values. We try to “get it right” but understand that we sometimes make mistakes in our assessments and we are pleased to correct these mistakes when presented with relevant, comparative information.

John O. Wilhelm, Chairman
Sean Condon
Paul Mendonca



REPORT OF THE BUILDING INSPECTOR

A total of 211 building permits were issued this year, including 7 new residences. The total amount collected in permit fees during the year was \$47,111

According to the state building code, a building permit is required for any work in which structural members are altered or where a plumbing and gas or electrical permit is required.

CHARLES BRETT
Building Inspector

REPORT OF THE PLUMBING AND GAS INSPECTOR

A total of 175 permits were issued this year. Total fees collected for these permits amounted to \$8,570

Plumbing fees are as follows: \$50 for new construction (plus \$5 per fixture); \$30 replacement fixtures (includes 3 fixtures) minimum fee \$30.

Gas fees are as follows: \$50 for new construction (plus \$5 per appliance); minimum fee \$30.

WILLIAM THOMAS
Gas & Plumbing Inspector

REPORT OF THE ELECTRICAL INSPECTOR

A total of 177 electrical permits were issued this year. Total fees collected for these permits amounted to \$31,619.

Permit fees for new construction, additions, and remodeling are \$10 for the first \$1,000 of estimated building costs as determined by the building inspector and \$3 for each additional \$1,000.

In order to obtain an electrical permit, the licensed electrician must submit proof of liability insurance, including completed operations coverage, or a signed waiver from the building owner.

ROBERT. B. BROWN, JR.
Electrical Inspector

BOARD OF HEALTH

The Wenham Board of Health reviewed and permitted the upgrade of 39 septic systems and 6 new systems during the calendar year. The Board instituted a revised septic pumping format provided by the septic haulers which alerts the property owner of pending septic problems. This new policy will afford the homeowner the opportunity to correct existing problems with a minimal downside risk to the environment. The Board continues to review applications for proposed additions to existing dwellings which are in conflict with the Ground Water Protection Regulations. Building permits for new construction or additional bedrooms within the Ground Water Protection District require additional septic treatment prior to the discharge to the ground.

The Board of Health will enlist the cooperation and guidance from the Conservation Commission and the DPW in the continued effort to abate erosion problems at Pleasant Pond. This past fall the Partners Home Care services provided Flu, Pneumonia, and Tetanus clinics to participants living in the community. The Wenham Board of Health currently takes part in the North Shore & Cape Ann Emergency Preparedness Coalition which is funded by the Department of Public Health, CDC, and the Office of Domestic Preparedness. The intent of this coalition is to identify, coordinate, and support emergency preparedness activities between the fifteen member communities.

In January of 2001, the Wenham Board of Health, the Town of Wenham, and the Northeast Massachusetts Mosquito Control and Wetlands Management District formalized a three year agreement whereby the "District" would provide services to the Town. These services consisted of surveillance and response to the type of mosquito found in Wenham. Best management plans (BMPs) were provided by the "District" to address the mosquito population. These BMPs culminated in the clearing and widening of a ditch which runs parallel to RTE 97 and terminates at Burnham Road. The contractual agreement terminated this year.

Dr. Miguel Martinez, Chairman
Gerald Donnellan
Dorothy Maciejowski
John Jacobi, Board of Health Agent

TREE WARDEN

This past year has been more difficult for the trees than other years. I have had to remove more than 100 trees. The White Ash were infected by salt water ash rust and the Sugar Maples were damaged from drought and salt from the roadways. Three back years of drought have also affected all trees throughout the Town.

Mass Electric has been very helpful trimming dead branches from the wires. The sugar maples along Route 1A, a state highway have all been killed due to excessive chemical treatment for snow and ice.

Notices from the State Tree laboratories are warning of winter canker worms and gypsy moths affecting trees in the spring of 2005. I plan on spraying in April, May and June.

A warning from the state lab has been published regarding winter canker worms and gypsy moths affecting trees in the spring. I am planning to spray April, May and June.

Underground construction for wires, water and gas all add more trouble for trees, advance warning by contractors is not good enough.

I plan on planting new trees back from the highways as usual. I will need watering help from property owners for success particularly in the summer months.

I want to thank the Highway crew for their help throughout the year.

A. Winslow Dodge
Tree Warden



PLANNING BOARD

“Well, it’s been another quiet week in Lake Wobegon...” and another quiet year for the Planning Board in Wenham, Massachusetts. We’ve dealt with our usual numbers of ANR’s, property swaps, common driveways and association maintenance agreements, etc., but all small scale.

You will have noticed the construction at 34 Main Street (the former Smith property opposite Wenham Lake). The original mansion is being preserved and modernized. The land has been sub-divided and three additional very large houses are being built in the same general design as the original house.

The Board approved a Comprehensive Permit (Chapter 40B) for 70 Burley Street. This proposal had issues involving health, conservation, fire, police, access, maintenance, and safety. Many town boards and departments were involved in this application. This project, when/if built, will give Wenham four more affordable housing units (two more than “break even”), which Wenham needs to make its 10% minimum. There seems to be no activity on this project, for the past ten months.

Danvers has approved a 46 lot sub-division on the “Choate Farm” on Locust Street. Four lots have back land in Wenham.

Charles Chadder has sold his property at 154 Main Street (Winfrey’s Fudge) to Maria Lekkikos who will operate a Day Spa at the site. Parking has been created in the rear, residential use for the second floor.

Community Health & Alternative Opportunities Services, Inc., a non-profit organization, has purchased the property at 204 Grapevine Road, and came to the Board for site-plan review.

TerraSearch, representing Sprint PCS, has initiated proceedings to construct a Wireless Telecommunications Facility (100 foot monopole antenna) on the “Wallace Lot” behind the fire station. Appropriate public notices and hearings will take place in 2005.

We welcome a new member, Ernest Stanley Dodge, to the Board. Mr. Dodge brings considerable knowledge and experience in planning and provides another valuable perspective to the Board.

David Geikie, Chairman
Donald Killam
Ernest Stan Dodge

Gretchen Roorbach Wagner
Virginia Rogers

BOARD OF ZONING APPEALS

The report of the Board of Zoning Appeals for the Town of Wenham for the year 2004 is submitted herewith. The Board of Zoning Appeals was called upon to act upon six separate matters. Five of the petitions were granted, and one was denied.

The item which occupied the most time of the Board of Zoning Appeals was an application by Burley Street, L.C.C. for a Comprehensive Permit pursuant to the General Laws, Chapter 40B with respect to property located at 70 Burley Street. The Board of Zoning Appeals conducted six extensive hearings during the later part of 2003 and the first six months of 2004. The application sought a Comprehensive Permit to construct 24 two bedroom condominium units on 7.2 acres of land on Burley Street, to be called *The Residences at Old Burley Village*. Six of the units were identified to be "Affordable" within the meaning of Chapter 40B. Representatives from various Town of Wenham Departments and Boards, including the Board of Health, Highway Department, Planning Board, the Conservation Commission, Water Department, Police and Fire Department attended and actively participated in the hearings. In addition, numerous abutters from Wenham and Danvers and other neighbors attended many of the hearings.

During the public hearing process, the Board of Zoning Appeals required assistance from a liaison with the Planning Board on site development and planning issues. Thereafter, a number of informal meetings took place between the Petitioner and one or more members of the Planning Board. These meetings, as well as public hearings and interaction with the Wenham Town Administrator and various Town Departments, resulted in a number of amendments to the Petitioner's original plan. On June 7, 2004, the Board of Zoning Appeals closed the hearings.

As part of its application, the Petitioner requested the waiver of certain By-Laws, regulations, ordinances and policies of the Town of Wenham Zoning By-Law. After extensive hearings, the Board of Zoning Appeals granted the Petitioner a Comprehensive Permit for the *Residences at Old Burley Village*, as shown on the plans submitted to the Board, but subject to detailed conditions set forth in the Board's opinion.

The next petition involved a variance to build a deck within the 15 foot side back requirement at 161 Main Street. The Petitioners' home was sited on an irregularly shaped lot, and was a grandfathered non-conforming structure in that it was within 15 feet of the side lot line. The Petitioners explained that, given the irregular shape of their lot, it was not practicable to site the porch anywhere else on their lot. The Board of Zoning Appeal granted the variance subject to restrictions on the size and location of the deck.

The next petition involved a variance to build a non-conforming addition to the Petitioner's property at 12 Fiske Road. The lot in question was approximately 8,335 square feet, and the Petitioners' home was built approximately 30 years ago. The

Petitioners wished to replace an existing deck with a one story addition which would be within 15 feet of a side lot line. The Petitioners explained that, given the irregular shape of the lot, and the location of their septic tank and driveway, there was no other place on the lot to site the proposed addition. The Board of Zoning Appeal granted the variance, subject to conditions relating to the size and location of the addition.

The next petition involved a request for a variance to build an addition within the 15 foot side set back requirement at 30 Pleasant Street. The Petitioners currently have a one car garage which is sited less than 15 feet from the side lot line. The Petitioners wish to expand the garage to a two story garage, and to build an additional room above the garage. The proposed addition would be within seven feet from the side lot line at one point. The Petitioners explained that, given the irregular shape of their lot, there was no other place they could site the garage on the lot. The Board of Zoning Appeal granted the requested variance subject to conditions upon the size and location of the proposed addition.

The next petition was for an accessory apartment and variances for lot and area size and rear and side yard set back requirements at 6 Dodges Row. This was an unusual case, in that the Petitioners wished to convert to an accessory apartment the detached parish house associated with their principal residence, which was located within a structure formerly used as a church. There was significant opposition from abutters who felt that the use of the former parish house as a living quarter would be an unacceptable intrusion on their privacy. The Board encouraged the Petitioners and the abutters to attempt to work out their differences, but having been advised that they were unable to do so, the Board of Zoning Appeal denied the Petition.

The last item brought before the Board of Zoning Appeal was an application for a variance to add a mudroom and a bathroom at a structure at 36 Bachelder Park, a portion of each of which would be constructed in a minimum side yard set back. The Board determined that in light of the unique size, shape and typography of the Petitioners' lot, and in light of the existing non-conforming structure on the property, the variance would be granted.

James Westra, Chairman
Anthony M. Feeherry
Jonathan A. Stringer

Associate Members:
Francis J. McNamara III
Timothy Mansfield

CEMETERY COMMISSIONERS

Your Cemetery Commissioners continue to meet on Monday afternoons at 3:00 p.m. at the Town Garage, and we always welcome visitors to our meetings. The Town Clerk has the posting.

Our new Cemetery is shaping up with almost all the early pinning of graves having been accomplished. Streets have been laid out and soon this beautiful spot will be ready for use.

Burials in the Main Street Cemetery were 23 with 14 full internments and 10 cremations. We are still selling on a for need basis only and have not opened access to the cemetery off Rubbly Road. As stated last year, we need to name this new cemetery and are open to all suggestions from citizens of Wenham. Please send suggestions!

Our Burial Agent, John Pews, continues to amaze us with his capacity for details and his dedication to all the Cemeteries in the Town of Wenham which number three now with Main Street, the historic Fairfield, and the new one off Rubbly Road. Our Highway Superintendent, Daniel Lynch, always has our appreciation for his backing of our projects.

Again, we owe much to the Wenham Police for their continuing protection of our properties in the three locations. We are indeed grateful and thank the Department for their dedication and support.

Dorothy D. Maciejowski, Chairman
Dana P. Bagnell
Charles A. Brigham



CONSERVATION COMMISSION

Nearly half of Wenham consists of wetlands. Wetlands act as natural filters that keep our drinking water clean. They also provide critical habitats for the many creatures that make our region such an interesting place to live. The state law that governs activity near wetlands is the Massachusetts Wetlands Protection Act of 1972. Consistent with this Act, the town of Wenham in 1988 adopted an additional zoning ordinance, the Wenham Water Resources Protection By-law. These laws require a permit for any activities residents may undertake within Wenham's floodplains, water bodies, wetlands, or land adjacent to wetlands. The bylaw stipulates a range of minimum setbacks for different types of work. Briefly summarized, these setbacks are as follows: i) No components of a septic system within 100 ft of a wetland, ii) No construction within 50 ft. of a wetland., iii) No disturbance of any kind within 30 ft. of a wetland.

Wetlands are delineated according to three criteria: The types of trees and plants growing in them, the existence of water in the soil, called hydrology, and the type of soil itself, determined by composition and color. The Commission encourages any resident with a question regarding wetlands or the Water Resources Protection By-Law to contact the Conservation Coordinator, 978-468-5526.

The Conservation Commission exists primarily to help people navigate the permitting process as quickly and efficiently as possible, while assuring protection for the town's natural resources. The Commission is also charged with stewardship of certain parcels of open space in the town. The types of projects we typically review include construction of new homes, additions to an existing home, pond improvements, landscaping, roads and parking lots, swimming pools and septic system repairs. Some of our larger projects this year have included a project to eradicate an invasive plant in the Great Wenham Swamp, a project to create a subdivision of land off Burley Street under Chapter 40B and improvements to town-owned farm land.

In 2004 under the wetlands laws, the Commission granted permits for twenty-six (26) new projects. We visited one hundred (100) sites to monitor construction, confirm wetland boundaries and assisted owners with the permitting process. We amended or extended three (3) permits to accommodate changes in design or scheduling of work. We consulted with a number of other landowners concerning the applicability of wetlands laws to projects they were considering and issued eight (8) determinations of applicability. We issued thirteen (13) Certificates of Compliance for completed projects and responded to several minor violations. One permit was appealed to the Massachusetts Department of Environmental Protection by the applicant.

In addition to our administrative work related to wetlands, we took on the following special projects in 2004:

- Support of the Open Space Plan for the protection and management of conservation and recreation lands in town. Copies of the Open Space and Recreation Plan can be found in the public library.

- Oversight for the Open Space Committee, a subcommittee of the Commission. The mission of the Open Space Committee is to 1) preserve open space in order to maintain the rural, historic and “small town” character of Wenham; 2) educate the community on the benefits of open space; 3) advise the town administration on open space issues; 4) develop a pro-active open space action plan; and 5) update the Open Space and Recreation Plan at the mandated intervals.
- Stewardship of the Reynolds Conservation Farmland. The farm continues to be managed by Peter Gibney of Gibney Gardens in Danvers.
- Continued Commissioner education through attendance at workshops and seminars. The purpose of these is to enhance our ability to perform the many responsibilities of a Conservation Commission.

The Commission encourages all residents to conserve water, minimize the use of fertilizer, weed control and pesticides, compost organic wastes, recycle, dispose of hazardous materials properly, and enjoy the natural resources of Wenham. For guidance or information on any of these issues, please contact the Conservation office.

This year Bill Wagner and Jamie White left the Commission in the middle of their terms and were replaced by Philip Colarusso and Kenneth Whittaker. The other commissioners are Roland Bonnette, Bob Burnett, Leo Maestranzi, Malcolm Reid, and Patrick Wilson. Geralyn Falco served as Conservation Coordinator and Secretary in the Commission's Town Hall Office. Lt. James Foley of the Wenham Police Department was the Conservation Officer. (Both resigned in 2005).

We would like to hear from you. What are your conservation-related concerns and ideas? How can the Commission improve its services? Are there projects which you would like to see the Commission take on? Please call the Conservation office, 468-5526, or any Commissioner at home.

We are fortunate in Wenham to enjoy some of the finest drinking water and natural surroundings in the Commonwealth. Though the requirements of the wetlands bylaw may at times seem onerous, they exist for the protection of *all* Wenham residents. That is something we may each appreciate every time we turn on the tap.

Respectfully submitted,

Patrick Wilson
Chairman
Wenham Conservation Commission

HISTORIC DISTRICT COMMISSION

During 2004, the Wenham Historic District Commission issued Certificates of Appropriateness for the following building modifications, new construction, and signs within the Historic District:

1. Removal of an existing skylight and addition of a dormer at 6 Fiske Avenue.
2. Construction of a new fence along the east side of the property at 34 Main Street; replacement of the stucco on the front side of the house at 34 Main Street with wooden shingles; replacement of the existing house's slate roof with asphalt shingles; and construction of a new house on lot 4 of the 34 Main Street property.
3. Replacement of the existing sign at the shop at 77 Main Street with a new sign.
4. Construction of an addition to the rear of the house at 104 Main Street.
5. Replacement of a split-rail fence with an open-panel fence; replacement of the existing exterior steel doors with wooden replacements; extension of the rear shed dormer; and addition of a window to the house at 105 Main Street.
6. Removal of the existing aluminum siding; repair and painting of existing wood clapboards and trim; reconstruction of a porch, construction of a second means of egress; and display of a sign for the business at 154 Main Street.
7. Display of a "sandwich board" and other signage for a business at 162 Main Street.

The Town Hall Project

The resolution of the Town Hall/Police Station project remains an open issue, and the Commission has expressed their concerns with demolition of the 150 year-old structure. The Commission continues to stay in close contact with the Building Committee to identify a solution that meets all parties' needs.

Additional Potential Sources of Concern

The Commission continues to monitor events surrounding the possible construction of a cell tower behind the Fire and Police Station. Although the tower would not be in the Historic District, the Commission is very concerned about its visual impact on the area. The Commission also continues to monitor the possible sale of "the Dodge lot" for housing development, and is very concerned about the visual impact of such development.

Departing & New Members

The Commission regretfully had to say goodbye to several members this year, each of whom devoted countless long hours (and in Harold's case, many years!) of dedicated service to the Historic District and to the Town:

Steve Armington (Architect)
Harold Boothroyd (Alternate Member)
Todd Brainard (Alternate Member)
Jim Howard, Secretary (District Resident)
Elaine Weisman (Real Estate Broker)

The Commission is fortunate to welcome three new members this year, each of whom brings enthusiastic energy to the Commission's work:

Linda Ahearn (Wenham Resident)
David Mehlin (Architect)
Jennifer Tymann (Wenham Resident)

Current Commission Composition

Linda Ahearn (Wenham Resident)
Bill Anderson (District Resident)
Dana Bagnell (District Resident)
Robbie Corcoran, Vice Chairman & Secretary (Wenham Resident)
Al Klebe, Chairman (District Resident)
David Mehlin (Architect)
Jennifer Tymann (Wenham Resident)



IRON RAIL & TOWN OWNED LAND STUDY COMMITTEE

This committee was formed in 2002 to study the many parcels of land that the Town of Wenham had acquired over the years to see if any were suitable for immediate sale. After extensive analysis, the committee reported to the May 2003 Town Meeting that the Iron Rail property on Grapevine Road should be retained by the Town.

Over two dozen additional smaller yet buildable lots were examined, and the committee identified several as suitable for sale when and if the Selectmen deem it appropriate. Thanking the committee for its work, the Selectmen disbanded the committee at the end of 2004.

Harriet P. Davis, Chairman
Bryant Barnard
John Clemenzi
Sandra Belock Phippen
Tara Rand
Thomas Tanous



IRON RAIL COMMISSION

Activities for the Iron Rail Commission were at a minimum level in 2004. Iron Rail Gymnastics, who now manage the gymnasium building, asked that the Town release them from their lease obligations citing high heating fuel costs. The Town, taking the request under advisement, elected to continue the lease agreement until its expiration date in 2006.

As a capital improvement the fire alarm master panel is being moved from its present location in tenant space to a more accessible location in the main lobby.

After numerous meetings with the heating contractor, Jeff Chelgren, and the head of the school maintenance department, it was concluded that a makeup water tank had to be added to the new heating system. This has been done and apparently has solved the problem because the system is now working very well.

New parking lot lighting was installed for the safety of the tenants' clients, and evening activity has increased dramatically.

Firm Up Fast and Provost Personal Training, who sublet areas from Iron Rail Gymnastics, have upgraded their space with painting, carpeting, plumbing, and electrical, etc., at no cost to the town. Rental income for the year including Iron Rail Gymnastics, Galkin Associates, Hamilton-Wenham Youth Soccer Association, and Landmark School, is up from last year to a total of \$117,600. After all expenditures including payroll, expenses, and capital costs we expect the net income to the town will be \$94,400.

Two tenants have elected to relocate, thereby making space available for lease. In the gym building we have a third floor area of 650 sq ft and in the barn a total of 1905 sq ft, both including heat and electricity. Both areas are ideal for a small business. Anyone who is interested should contact Charles Thibeault at 978-468-2666.

The Bicycle and Pedestrian Advisory Committee has met with Town officials to discuss a walkway within the bounds of the property. The commission has not yet received any information about the proposed path.

The main building exterior has been painted by Picture Perfect Painting Inc.

The IRC meets on the first Monday of each month at 7:00 PM in the joint library. The public is cordially invited to attend.

Charles Thibeault, Chairman
A. Winslow Dodge
William Hidden

James Perkins
Tara Rand

COUNCIL ON AGING

The mission of the Wenham Council on Aging is to provide and advance programs and services to enrich the lives of older adults in the community. The Wenham Council on Aging is a state mandated council. Council members are volunteers.

Funding for the Council, excluding the senior van service, comes from the Town of Wenham and from the Commonwealth of Massachusetts. In the current fiscal year, ending June 2005, the Town will provide the Council with \$9,360 and a Grant Fund from the State is \$3,740. At present, Wenham has about 800 people who are 60 years and older.

2004 was a great year for the Wenham Council on Aging. Some of the highlights for the year were:

- Senior van service, which began in January 2004, is running at near-capacity, 5 days a week and occasional Saturday service.
- New Outreach Coordinator, Trudy Reid, was hired. She has: begun a senior-discount program in conjunction with many local merchants; increased the frequency of the senior newsletter to 10 issues a year; and initiated several other senior assistance programs.
- Many great trips, including the State House, Tall Ships, Boston Pops
- The annual Wenham Tea House Social had maxed-out attendance
- Coffee socials were held twice a month on Saturday mornings and with great speakers
- Holiday plants were distributed to over 180 seniors over the age of 80

General meetings of the Council, currently, are held in the Recreation Building, the second Tuesday of the month at 2:00 PM. All town residents are welcome to attend.

The Council issues a quarterly newsletter: "Enon Echoes," which is distributed to all Wenham seniors.

In 2005, the Council plans to significantly increase its programs for Wenham seniors.

Council on Aging Board Members:

Jack Hauck, Chair

Sue Bannon, Treasurer

Luci Lynch, Recorder

Barbara Black

Jean Marchant

Gladys Robertson

Merle Welsh

Jane Richardson

Kit Richardson

Associate Council Members:

Nancy Spofford

John Suminsby

An urgent request is made to Wenham residents to become active in supporting the Wenham Council on Aging. Please contact the Outreach Coordinator, Trudy Reid, to learn how you might help this essential organization. The Council office number is 978-468-5529.

Hamilton-Wenham Council on Aging Van Service

The Hamilton-Wenham Council on Aging handicap accessible van has recently completed its first highly successful year of operation. After a relatively slow start in January of 2004, rider ship has literally taken off with impressive usage numbers being reported each month. The seniors that have availed themselves of transportation to Doctor's visits, Beverly Hospital, Lahey Clinic, the bank, the hairdressers, shopping and the like have given the drivers the most positive feedback saying that this invaluable service is a lifeline to them, especially during our long New England winters when driving can be quite difficult.

An indication of the success of the van program is seen by an increased number of days of service from three days a week to five as well as an earlier start time from 10:00A.M. to 9:00A.M. In addition, the van makes monthly Saturday mall trips with volunteer drivers all arranged and organized by the Hamilton-Wenham Rotary Club.

The following Mission Statement is deeply rooted in a philosophy common among and shared by the staff at the COA: The purpose of the Hamilton-Wenham Van program is to provide transportation services that will not only enrich the lives of our senior population but allow them to maintain a sense of independence as well.

John Marks
Van Supervisor



Hamilton-Wenham Councils on Aging Van Use, 2004

Months	Units, W	Units, H	People, H	People, W	Wheelchair	Restaurant	Hospital	Doctor	Shopping	Hairdresser	Bank	Other
January	0	6	2	0	1	0	0	1	0	1	0	0
February	12	24	12	6	0	0	1	0	11	6	0	0
March	20	48	24	10	1	0	1	6	15	7	5	0
April	38	100	50	19	2	5	10	4	27	10	3	10
May	54	84	42	27	2	2	17	11	28	10	1	0
June	54	152	76	27	3	0	30	25	33	12	0	3
July	60	128	64	30	1	2	4	35	31	20	0	2
August	60	116	58	30	0	2	0	29	35	16	2	4
September	72	108	54	36	0	0	0	31	34	20	0	5
October	84	136	68	42	1	0	0	42	27	20	0	21
November	66	134	67	33	2	0	0	43	28	12	0	17
December	90	128	64	45	3	0	0	56	12	22	4	15
TOTALS	610	1164	581	305	16	11	63	283	281	156	15	77

WENHAM HOUSING AUTHORITY

The Wenham Housing Authority with the assistance of the Executive Director is responsible for the administration of Enon Village; the attractive apartment complex for the elderly/disabled on Larch Lane and the two four-bedroom houses for disabled adults also on Larch Lane. The Housing Authority cooperates with both the WSSH Committee and the Accord Food Pantry to ensure that tenants have access to needed social services.

Eighty-nine residents, some of whom have barrier-free apartments, currently occupy the eighty-four units. Our present waiting list consists of 76 people which is another increase over the previous year. There were 7 vacancies in 2004 as compared to 13 vacancies in 2003 and 8 vacancies in 2002. Income eligibility for residency increased in the fall of 2004 to \$46,300 and \$52,950.

The buildings and grounds at Enon Village are neat and well cared for. Timely maintenance, modernization and painting keep the buildings in good condition. The Fire Panel for the complex was replaced in December of this year and the Housing Authority tenants have continued to utilize the Fire Department's emergency services from time to time.

The Lunch Program administered by the Hamilton-Wenham Regional High School continues to be successful. The lunches are open to elders from either Hamilton or Wenham and there are a few residents of each town who participate in the program. This year the Council on Aging and the High School cooperated on a Thanksgiving luncheon which was well attended by both Enon Village tenants and others in the two communities. The Tenants have a very active association and are involved in recreational activities as well as fundraising activities such as their Christmas fair. Proceeds from the fair have been used for local scholarships and similar charities.

Another popular activity at Enon Village is gardening; each tenant who desires a plot is assigned one. Additionally, plots are available to seniors in Wenham and Hamilton depending on availability. In the last few years several individuals from Wenham and Hamilton have raised vegetables and flowers along with the tenants here.

One significant new service available to Enon Village Tenants is the Council on Aging Van. After the first few months, we began to see increased use by tenants from Enon Village, it is now regularly used by tenants going to medical appointments or food shopping, or other errands. The Council on Aging has done an excellent job of marketing the service to tenants here at Enon Village.

Once again, we wish to express our appreciation to the Police, Fire and Highway departments for their continued concern and support on behalf of the Enon Village residents. Also, we wish to thank the Wenham Post Office for providing information to our tenants on mail fraud aimed at elders. We'd also like to thank the Wenham Council on Aging and the Wenham Public Library for making life more pleasant at Enon Village. Also, appreciation is given to the Hamilton Wenham Garden Club for their workshops

here. If anyone is interested in visiting the facilities at Larch Lane or if they have any questions, please contact Marian Linden, Executive Director at the Housing Authority at 468-1532 Monday through Thursday.

Marcia Molay, Chair & State Appointee
Marion D' Ambrosio, Vice Chair
Elizabeth Armington, Treasurer
James Stelline, Asst. Treasurer
Phyllis Sullivan, Commissioner

Marian Linden, Exec. Director
Patrick Henry, Maintenance
Dennis Quinn, Maintenance
Marie DiPietro, Ad. Assistant



WISSH COMMITTEE

THE WENHAM ISSUES OF SOCIAL SERVICE & HOUSING (WISSH) COMMITTEE serves housing and social service needs for Wenham residents, reporting directly to the Town Selectmen. It was established to help individuals in need of temporary financial assistance, for seniors eligible for property tax relief and residents eligible for financial assistance for home repairs. The Committee meets on a monthly basis except for July and August.

In October a Forum was held to discuss how best WISSH could serve families in need and invited pastors from area churches and representatives from Wenham Housing Authority, Council on Aging, H/W Regional School and Acord Food Pantry. It proved to be very effective in helping agency staff understand and identify areas of need and to match possible solutions or people to assist in specific areas.

Programs under the guidance of WISSH are as follows:

Twelve affordable housing units are located at Parsons Hill, near Gordon College. Twelve resident families (four Wenham) now reside in these units. Currently, there are five people on the Lottery waiting list in the event a unit becomes available. Nicole Hagstrom, Coordinator of the lottery, is managing the lottery waiting list for homes presently occupied and future development for Wenham residents.

The Volunteer Real Estate Tax Abatement Work Program: Volunteers who work 110 hours will receive \$750.00 in tax credit on their real estate tax bill. Interested seniors should contact Trudy Reid at the Council on Aging At 978-468-5529

The Jim Brady Capital Repairs Fund is to be used for capital home repair expenses. The fund was not utilized this year. Loans up to \$15,000, with a low interest rate, are deferred until the sale of the home.

First Time Home Buyer Program: Residents eligible may apply for a second mortgage payment through our association with the North Shore Home Consortium. Interested residents should contact Ann Shaw.

Emergency Financial Assistance: In 2004 seventeen requests for approximately \$500.00 each were awarded to Wenham residents. All requests for financial assistance are confidential. Apply to Susan Harnisch, Coordinator, for financial assistance at 978-468-2495 or Ann Shaw (mortgage or home repairs) at 978-468-3393.

Anyone wishing to serve, should contact Town Administrator, Jeff Chelgrin At 978-468-5522.

Committee Members:

Sue Bannon
A. Win Dodge
Susan Harnisch
Jack Hauck
Donald Killam

Donald Luxton
William Mac Kenzie
Calvin Perkins
Ann Shaw
Thomas Tanous

EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

This department is charged under Chapter 115 Massachusetts General Laws with providing services to veterans, their survivors and dependents. Principal workload under state law includes the administration of aid to veterans and dependents. Communities fund this program, which is subsequently 75% reimbursed the following fiscal year by the Commonwealth. This is a need based program and the department is required to conduct periodic comprehensive review of the cases to insure no substantive facts have changed, while working with the veteran to identify alternative or long-term solutions to individual circumstances. During the calendar year no Wenham veterans/widows were on this program. Under state law the department also assists qualified veterans to obtain bonuses, and qualified veterans, widows and parents to obtain state annuities, property tax abatements, and other benefits.

The Veterans' Services program also mandates extensive interaction within the federal community, principally with the Department of Veterans' Affairs. The Veterans' Service Officer (VSO) assists veterans and their dependents in filing for pensions, service connected injury/illness compensation, dependency indemnity compensation for survivors, VA healthcare enrollment, insurance claims, decedent claims, and many other issues. Federal benefits processed by this department are paid directly to those eligible to receive the assistance or entitlement. In 2004 the VA sent \$239,000 to eligible recipients in Wenham, of which the current staff is responsible for approximately \$84,000 dollars paid to or saved by those assisted in Wenham.

Additionally, the department interacts within the federal community to correct military records, obtain needed documentation and insure veterans/dependents receive awards and recognition to which entitled. The VSO provided information, advice or assistance to 22 of the town's 178 *identified* veterans and 3 of the 35 *identified* veterans' widows during 2004. We also provide support and information assistance for National Guard and Reserves called up for service in Iraq or Afghanistan and their families. The VSO was also the principal speaker at Wenham's Veterans Day ceremonies this year.

The Director and the Assistant to the Director, Georgia Gadbois, advocate for veterans on issues at the local, state and federal level, interact with elected and appointed officials on issues, and work with local organizations in serving the community. Key state legislation passed in 2004 included an expanded definition of a veteran to include cold war veterans, and special license plates for veterans in receipt of the Distinguished Flying Cross. Federal legislation supported and passed included a significant increase in the Department of Veteran's Affairs budget, and the concurrent receipt of military retirement pay and VA disability pay.

The Eastern Essex District is composed of the Towns of Essex, Georgetown, Hamilton, Ipswich, Rowley, Wenham and West Newbury. A Board of Directors consisting of one selectman (or designee) from each town maintains oversight. Mr. Donald Pickard is the Wenham member of the Board of Directors.

Terrance P. Hart
District Director

THE HAMILTON-WENHAM CULTURAL COUNCIL

The Hamilton-Wenham Cultural Council awarded slightly more than \$4,000 in state funds for the year 2005 to local artists and performers in the arts, humanities and interpretive sciences. The ten-member Council strives to select events that will enrich and appeal to all sectors of the community. There were 24 applications for grants this year. Whole or partial funding was given to 11 a sampling of which follows:

- | | |
|-------------------------------|----------------------------------|
| ❖ Bessie Buker | Museum of Fine Arts (Pass Grant) |
| ❖ HW Public Library | Alexander the Jester |
| ❖ Open Road Theatre | "Robin Hood" |
| ❖ John Root | Senior Citizen Concert |
| ❖ Sundays in Patton Park | Summer Concerts |
| ❖ Tre's (NS Baroque Ensemble) | Concert at Wenham Museum |
| ❖ Michael Tougias | "Night of the Blizzard" |
| ❖ Veterans for Peace | Annual Peace Poetry |
| ❖ Winthrop School | Poetry Alive |

Residents of Hamilton and Wenham with an interest in the arts may want to consider applying for a position on the Council. Council members serve three-year terms and are appointed by the Boards of Selectmen. There are positions open on the Board for the coming year.

Joanne Jones and Chris Eaton, Co-Chairpersons



HAMILTON – WENHAM RECREATION DEPARTMENT

RECREATION MISSION STATEMENT

The Hamilton-Wenham Recreation Department provides a wide variety of programs designed to improve the quality of life for residents by meeting physical and recreational needs. We promote life-long lessons through play, education and community wide events.

Continuing our commitment to facility improvements, the Board worked with the Cutler School to hot top their playground surface, installed a basketball hoop and new lines at the Buker School playground. We are continuing to work with the High School regarding the renovation to the school's playing fields.

On the program side of our mission, new programs included craft and movement classes for pre-schoolers, rock climbing and a baseball-pitching clinic for youth participants.

Our wish list still includes a skateboard park, however an appropriate location has not been selected by the selectmen.

Many thanks to the Youth Sports Organizations for their continued support in working to help maintain our athletic fields.

Recreation Board Members:

Robert Kerrigan, Chairman
Dennis Curran
Renee LaForce-MacDonald
David Parry
Adam Teal
Lindle Willnow

Recreation Department:

Maggie Whitesell, Director
Diane Brown, Administrative Assistant



HAMILTON-WENHAM LIBRARY TRUSTEES

Fiscal year 2004-2005 has been one of continued success and growth for the Hamilton-Wenham Public Library. Citizens from both communities (as well as many others) have enjoyed the library and its many resources, and it seems to be busy at all times of the day and evening. The public meeting rooms are a real resource to the community and are in constant use. Some of the groups using the meeting rooms have included girl scouts, Ipswich River Watershed Association, Cantaemus, the Wenham Planning Board, the Tolerance Committee, Open Road Theater and The League of Women Voters.

The Library has also seen changes in leadership this year. In October, 2004 Director Jim McShane submitted his resignation. The Trustees hired Shirley Raynard to serve as Interim Director while a search was undertaken. Shirley brought great energy, experience and a sense of humor to the Library, which operated efficiently under her leadership. A search committee comprised of citizens from both Hamilton and Wenham, as well as Jeff Chelgren, Wenham Town Administrator, interviewed a number of candidates. The Trustees, upon the recommendation of the committee, hired Jan Dempsey to serve as the new Director. Jan brings a wealth of experience and energy to the job. We welcome her to the community.

Under all three directors the staff continued to perform at a high level of competence. We are fortunate to have a professional and devoted staff who are always willing to assist with research projects, suggest reading material and encourage use of the library. Despite being stretched to the limit they offered many programs, including a Mardi Gras during school vacation week, a monthly Koffee Klatch, an anime drawing workshop, author lectures and book groups. In the month of January alone, 15,989 items were checked out of the Library.

Several new board members were elected this year. Doris Gallant, who had previously been elected to fill an unexpired term, was elected from Wenham to fill a three year term. She brings her expertise as the former Director of the Wenham Library. Kevin Sperry joined us briefly, having been elected in Hamilton by write-in ballot. Unfortunately his professional commitments necessitated his resignation this winter.

The Friends of the Hamilton-Wenham Library have continued to be of great assistance and support to the library and its mission. They have funded countless programs, purchased equipment and furniture and paid for our ever popular museum passes. We are thankful for their enthusiasm and support.

The library's website at www.hwlibrary.org continues to be a very useful resource, providing information about programs, giving access to the data base and enabling citizens to order books online, as well as ask reference questions from the comfort of your own home. A great deal of effort goes into this on a daily basis, and makes the library accessible to nearly everyone. Additionally, a monthly newsletter of library events is published and distributed. A number of talented local artists have shown their

work at the library this year and the Wenham Museum also has a display area in the library.

The trustees appreciate the support of the community and encourage everyone to come in and enjoy the library as often as possible. It's a busy place with lots going on. Come in to read the paper, find a good book or video or participate in one of our many programs!

Wendy Waller Daynes, Chairman
Annette Janes
Elizabeth Stanton

Kevin Sperry
Doris Gallant
Blanche Day



METROPOLITAN AREA PLANNING COUNCIL

MAPC provides technical and professional planning assistance to 101 communities generally within the arc of Route 495. Wenham is one of 15 communities included in the North Shore Subregion, one of eight subregions. Each city or town has one appointed member.

The North Shore Subregion representatives meet about eight times each year, usually in the Danvers Library conference room. The overall Council meets twice annually at various sites around eastern Massachusetts.

One of MAPC's major thrusts of 2004 was in the advocacy of Smart Growth, applying a common set of incentives for communities to "grow smart" if they want funding assistance from the state. The towns must have an active Master Plan, and their subdivision control bylaws must be in compliance with that Master Plan.

MAPC published a comprehensive planning document in January, 2004, "Starting Points for a Regional Vision, Themes from Local Planning Documents." The document compared 11 characteristics of all 15 of the North Shore Task Force member communities. The only Wenham document available for reference was the Open Space and Recreation Plan. The town's Master Plan is still in the process of revision.

MAPC surveys and research disclosed that Wenham housing costs are among the highest in the Commonwealth: between six and eight times household incomes, and the town is among the upper brackets of per capita income. Wenham is moving closer to the state minimum of 10 percent affordable housing, thus promising to make more state funding available.

The Council includes a Legislative Committee which serves as a link with state lawmakers.

Last year, the legislature passed MGL Chapter 40R which provides incentives for towns to promote Smart Growth provisions. It passed into law as part of the FY 2005 budget. Another major ongoing project is "Regional Visioning."

The Council and our local task force have continued to encourage inter-community cooperation on economic and land issues. Task force members regularly report on the progress of planning and development projects in their towns and exchange ideas.

Through the years Wenham citizenry has repeatedly opted for "maintaining the rural quality of the town." Although there continues to be a shortage of affordable housing and commercial/industrial property tax base, it is unlikely that the popular attitude will change in the foreseeable future. The preponderance of wetlands, protected parcels and large estates sharply limit the construction of affordable housing.

One of MAPC's most effective qualities is that it provides a forum for a wide range of governmental agencies and private advocacy groups. These organizations exchange information and provide the planners a diverse outlook on subjects of common interest.

During 2004, representatives of organizations discussed such diverse subjects as protection of local agriculture, windfarm proposals, North Shore coastal planning, commuting studies, “Rails to Trails” hiking trails, land conservation on an urban neighborhood scale, planning assistance for housing development, pre-disaster mitigation plans, homeland security, and historic preservation. The Essex County Forum and the Massachusetts Housing Partnership, Citizen’s Housing and Planning Association and other major state planning agencies periodically briefed the task force.

THEODORE R. WADSWORTH,
Wenham Representative

ANNUAL REPORT

HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

For the Year Ending December 31, 2004

TOWN REPORT 2004

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
COMMITTEE

	<u>TERM EXPIRES</u>
Catherine A. Harrison, Chairman 49 Pleasant Street, Wenham 01984 (468-3359)	2005
Elaine M. Carey, Vice Chairman 8 Arabian Way, Hamilton 01982 (468-8084)	2006
Nancy A. Morse, Treasurer One Appaloosa Lane, Hamilton 01982 (468-5013)	2006
Richard L. Boroff, Asst. Treasurer 40 Moynihan Road, Hamilton 01982 (468-3162)	2005
Denise A. Bisailon, Secretary 37 Beech Street, Extension, Hamilton 01982 (468-3991)	2007
Lisa S. Gaquin, Asst. Secretary 45 Rock Maple Ave., PO Box 241, Hamilton 01936 (468-3412)	2007
Donald E. Gallant 28 Mayflower Drive, Wenham 01984 (468-2357)	2007
William F. Martin 101 Blueberry Lane, Hamilton 01982 (468-9553)	2005
William T. Patten 33 Berrywood Lane, Hamilton 01982 (468-1770)	2006

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT ANNUAL REPORT

I am pleased to present 2004-2005 Annual Report for the Hamilton-Wenham Regional School District. As you read the school reports, you will note that the strength of our school district is in the quality of our students, our faculty, our support staff, our school leadership, and our two communities.

During the 2004-2005 school year, the Hamilton-Wenham Regional School District (HWRSD) had an enrollment totaling 2205 students with 981 in the elementary grades Pre-Kindergarten through grade five, 511 in the middle school grades six through eight, and 713 in the high school grades nine through twelve. The school district goal is to provide an engaging and comprehensive curriculum that challenges all students and raises their achievement level. Our students must meet not only our own local learning standards, but also the learning standards of the Commonwealth of Massachusetts and those of colleges across the country.

To realize the HWRSD goal, teams of teachers and principals work diligently to strengthen the academic program for higher student achievement by embedding all state framework requirements within a strong District curriculum. Through state and federal grants and the generosity of the Hamilton and Wenham Education Fund, teachers availed themselves of quality staff development programs to ensure successful implementation of programs. Through the dedication, commitment, and caring of our teachers and support staff, Hamilton and Wenham students were recognized for their achievements in the academics, arts, athletics, and activities during the 2004-2005 school year. Our elementary students participated in artists in residence program; our middle schools students received awards for their achievements in math team, college bowl, and band competitions as well as the Boston Globe Art Awards; and our high school students received awards at the local and state level in history and science, the New England Drama Festival, Boston Globe Key Art Awards, District band and chorus, Massachusetts All-State Band and Cape Ann League athletic titles including first in football and swimming while the girls' basketball team advancing to the state semi-finals.

The May 2004 MCAS scores reveal that Hamilton-Wenham student scores are above the state average in all four subject areas tested (*see Director of Curriculum's report for detail*). Every member of the Class of 2005 has passed both the English and math sections of the MCAS which will enable them to graduate in June. In the area of college admission test scores, 84% of HW Regional High School students took the SAT I with an average score of 1118 (Verbal - 561 and Math - 557). Sixty-five students took eighty-three Advanced Placement examinations in Calculus, English Literature, European History and U.S. History, and achieved an average score of 3.9 out of 5.0. The Class of 2004 had 1 finalist, 2 semi-finalists and 9 commended students recognized by the National Merit Scholarship Program.

In December 2003, the H-W Regional School District and the Towns of Hamilton and Wenham formed the Hamilton, Wenham and Regional School District Budget Process Committee (BPC). The goals of the BPC are to (1) foster a more open and accessible budget process, (2) recommend budget process changes as needed and (3) develop a communication plan regarding the budgets for the public. I believe that the successful passage of the FY 05 school budget for \$20,510,326 and the Proposition 2 ½ Override for \$836,730, was due to the

commitment made by the towns and the school district to develop our budgets with much more collaboration that produced a consensus-driven result.

The full funding of the FY 05 budget request and override enabled the District to take a small step forward in balancing our curriculum between the subject-centered and student-centered needs of our students at all three levels. It represented a small step - but a vital one - towards restoring critically important school programs that have had to cut over the past two years. The FY 05 budget included no new programs or non-mandated staff, but it did check further erosion of the educational programs for which our District is recognized and valued. The FY 05 budget has provided better learning opportunities for our students; time for our teachers to collaborate about students and curriculum, and opportunities to forge stronger relationships with families. Specifically, the FY 05 budget partially restored art, music, physical education, library and technology education at the elementary level, partially restored foreign language, art, music, physical education, and technology education at the middle school, and restored sections of math, English, social studies, science, fine arts, health science, and the eight block schedule at the high school.

While this budget balanced the education needs of students with economic realities, the FY 05 budget did not have the full support of all of our constituents -we had many constituents who believed the budget should have been higher so we could restore a greater number of our academic programs. We also had just as many constituents who believed the budget should have been lower so as to ease the tax burden. We believed this budget was a fair, middle-of-the-road budget that had compromises on all sides.

At the June 21st School Committee meeting, the District bid farewell and Godspeed to teachers and support staff at the second annual "We Honor You" reception. Honored retirees included Jean B. Jones (23 years), Carolyn A. Sawyer (21 years), Dr. Kalil S. Boghdan (31 years), Charles H. Clair (23 years), Nancy W. Rogers (35 years), Stephen C. Sawyer (35 years), Virginia F. Sykes (33 years), Charles D. Vose (34 years), David J. Dorman (18 years) and Carolyn L. Horsman (22 years). The District also honored Lisa Alexander, Gillian Hahn, and Christopher Rice who resigned their administrative positions to pursue other positions in education and the private sector.

No report of this kind would be complete without taking the opportunity to thank the many people who supported our schools this past year. On behalf of the students, faculty, administration, and School Committee, I thank the Friends of Pre-School, Buker, Cutler, Winthrop, Miles River, and High School, Special Education Parent Advisory Board, HW Education Fund, HW Rotary Club, HWRHS Sports and Activities Alliance, Pro Musica II, Gordon-Conwell Seminary, and the many generous parents and community members who contributed time and money to support our schools.

I am also grateful to our faculty, staff, principals, assistant principals, and the District Leadership Team for their devotion to the children and youth of Hamilton and Wenham. Finally, we are most appreciative to the townspeople of Hamilton and Wenham and the Hamilton and Wenham Boards of Selectmen and Finance Committees who have seen us through difficult times and who continue to support our efforts to make the Hamilton-

Wenham Schools the very best we can be. The FY 05 Budget Process personified the values of cooperation and collaboration that embody our communities. As your Superintendent, I thank each and every community member for their support of our students.

In closing, our initiatives continue to advance the coherence and quality of our educational program. There are many goals yet to realize which are dependent upon high levels of budget funding. Our professional staff must have the resources if we are to continue to be competitive with similar school districts in developing, providing, and maintaining a high quality educational program for our students in the Hamilton-Wenham Regional Schools.

Dr. Marinel D. McGrath
Superintendent of Schools



Department of Student Services
Deborah Frontierro, Director

The Special Education Department of the Hamilton-Wenham Regional School District provides a wide range of programs for students with disabilities, ages 3 to 22. Currently, 332 students in the district (14.7% of the general population) are identified as needing special education services. Special education is a required program for all school districts under both federal law (Individuals with Disabilities Act- IDEA) and state law (chapter 766). Eligibility for Special Education services is determined by a team of teachers, parents and other professionals. It is based upon the presence of a diagnosed disability, the inability to make effective progress in the general curriculum due to the disability, and the need for specially designed instruction or related services. Evaluation teams, comprised of trained professionals, are present in each school in the district. They use the latest diagnostic instruments available to assess students so that teams can develop programs that address the individual students' needs.

The Integrated Preschool serves student from ages 3 to 5. Teachers, teaching assistants, monitors and therapists work together to provide services to students in an integrated model. In this setting, preschoolers learn and play together with their non-disabled peers. As students with disabilities become school age, this inclusive and integrated model continues, with most special education students receiving services within the regular classroom. Professional special educators, trained paraprofessionals and therapists support our classroom teachers in meeting the needs of students with learning disabilities, health and sensory disabilities, communication disorders, neurological impairments, cognitive deficits and emotional and behavioral difficulties. The R.E.A.C.H. and A.S.P.I.R.E. programs serve our most disabled students and include academics and life skill instruction both in the school and in the community.

The Special Education Department is evaluated annually on a three-year rotation between elementary, middle school and high school programs. These evaluations are required by law of all public schools as a means of ensuring quality programs for students with disabilities. In addition, the Department of Education conducts a full coordinated Program Review every six years, with a mid-cycle review on one of the years in between. The mid-cycle review for Hamilton-Wenham took place during December 2003. The Department is proud of its' record of service within the district, and realizes that the high quality teaching practices of classroom teachers and the strong district curriculum have set the climate of educational excellence that allow students with disabilities to succeed. The support of the school committee, the superintendent, school administrators, families and townspeople has been essential in meeting the needs of all learners in the district.

Director of Curriculum and Instruction
Dr. Maryellen Duffy, Director

The Director of Curriculum and Instruction for the Hamilton- Wenham Regional School District continues to work with the Leadership Team and the staff to focus the district's curriculum and professional development work around the district's goals.

In spring 2004, a plan for curriculum renewal and revision was developed and approved by the Leadership Team and presented to the School Committee. As a result of this initiative, curriculum and instruction task forces were established in Foreign Language, History/Social Studies, and Physical Education/Health Education. The task force committees developing K-12 curriculum guides. The Professional Development Committee's responsibilities and duties were expanded to include a curriculum focus and was renamed the "Curriculum and Professional Development Committee".

Fortunately, state and federal grants have allowed us to continue offering quality professional development opportunities and support to our teachers. The Hamilton-Wenham School District has been able to offer its staff numerous grant funded professional development opportunities which include, the Skillful Teacher, the Responsive Classroom, Math Trailblazers, Curriculum Mapping, and Guided Reading. The Beginning Teacher Orientation, Induction and Mentoring Program and the curriculum coach positions have also been funded through grants. In addition, staff members are involved in 62 "Special Project" professional development opportunities during the early release Wednesday time period.

During the 2004-2005 school year the Hamilton-Wenham School District was awarded eight state grants (six entitlement and two competitive), one federal competitive grant and one private competitive grant totaling in the aggregate of \$345,480. These grants were targeted for MCAS remediation, staff professional development, curriculum support, curriculum development, physical education, health education, early childhood, and drug, alcohol and violence prevention programs. Staff was also involved in professional development opportunities in science, mathematics, engineering and technology through grant supported programs in collaboration with Salem State College and the University of Massachusetts, Lowell.

MCAS scores reveal that Hamilton-Wenham student scores are above the state average in all five subject areas tested: reading, English language arts, mathematics, and science and technology/engineering. Our school district is doing very well in the areas of reading (99% passing at grade 3); English (average of 98% passing at grades 4, 7 and 10), mathematics (average 95% passing at grades 4, 6, 8, and 10) and science (96% passing at grades 5 and 8).

The Hamilton-Wenham Regional School District recognizes that student achievement, curriculum and professional development are interrelated and will continue to pursue and secure opportunities to support these connections.

Bessie Buker Elementary School
Brian F. O'Donoghue, Principal

The Buker School has an enrollment of 251 students this school year. It was a very exciting and productive year as we welcomed our new preschool students in addition to our kindergarten through grade five population. The preschool program had previously operated outside of the Buker School. They are a wonderful addition to our community.

We prepared for a leadership transition as our principal, Gillian Hahn, announced her resignation in January. A committee consisting of Sue Cooke, Martha Cesarz, Linda Mastrianni, Karen Woolf, Martha Brennan, Lee Merrill, George O'Shea, and Frank Cause worked through the spring in search of the next leader of the Buker School. Brian O'Donoghue, a former fifth grade teacher at the Spofford Pond School in Boxford, was hired and began in his new role as the Buker principal in July.

The teachers continued to make learning challenging and exciting for the children of Buker. We completed our second year with the new *Math Trailblazers* program. Guided reading strategies were implemented to meet the appropriate reading levels of all of our students. In addition to these school wide initiatives, teachers and students were busy learning and discovering at each grade level. The kindergarteners spent time learning about the life cycles of birds and frogs. Our first graders were transformed into pharaohs during their Egypt study. In second grade, our students learned to eat healthy and shared lunch in the cafeteria with their parents as a culmination of their nutrition unit. Colonial Day featured our third graders involved in a variety of activities dealing with colonial life. The fourth and fifth grade students demonstrated their creative problem solving skills during our Science Fair.

The Buker School was fortunate once again to receive such strong support from our parent community. The Friends of Buker led by Laney Makin continued to work tirelessly to provide us with a variety of resources that enhanced the learning experience for our students. Friends' funds were used to purchase a mobile cart that contains 20 laptop computers for use in the classrooms. Our cultural enrichment program that featured among other experiences, Hildreth Crill, a poet in residence was also generously funded by the Friends. Our entire school community rallied around the cupola restoration project. Money was raised and parents volunteered to do the work. This was a great example of the strength and commitment that defines the Buker School community.

The Buker School continues to be a great place for children to grow and learn. We look forward to their continued growth as citizens of the world.

Cutler Elementary School

Susan Cooke, Principal

The Cutler School has experienced a positive, productive and challenging year in 2004. Staff, students, and our families worked closely together to enhance the effective learning environment we have created at Cutler.

Cutler's current school population is at 363 students, a similar number of students in comparison to recent years. Staff changes this year included the retirement of Nancy Rogers, first grade teacher, after 34 years of service to the students of Hamilton and Wenham. Julie Rothrock is our new first grade teacher. Anita Evetts has joined us as a second grade teacher and Cerissa Napolitano is our new fourth grade teacher. We have also hired a new physical education teacher, Jessica McCue, who has replaced Jason Cacciputti. Jason now teaches at the high school.

Our Wednesday professional development time has been spent on development in the areas of curriculum, instruction, and assessment. We have focused on alignment of our K-5 Language Arts curriculum with the Massachusetts Curriculum Frameworks. We have also studied the various ways in which we assess students' progress and ways it helps inform our instruction. The elementary teachers have just finished implementation of a new Math curriculum, Math Trailblazers, and are adapting and refining it to meet the academic needs of our students. It is more linked to language arts and science concepts, than our previous math curriculum. We have also implemented many effective instructional strategies from "The Responsive Classroom." These strategies address the students' interest in and capacity to work together in a classroom community. Most of our staff has been trained in designing a classroom environment that encourages collaboration, effective communication and conflict resolution skills.

The Friends of Cutler, led by Tracy Gould and a dedicated board of volunteers, continued to provide monetary, moral and many volunteer hours of support. We were able to purchase new books for the classroom libraries, and laptop computers for the students to use in their classes. The Friends of Cutler also funded many cultural enrichment programs which provided a broader understanding of the sciences and arts for all our students. For example, a new program, "Meet The Masters", was introduced this year to all our students. It is an art history appreciation program led by parent volunteers. Parents have led assemblies and in class workshops in order to encourage students to learn about famous artists, their techniques, and their works. "Meet The Masters" is a tremendous success and is well received by students, parents and staff.

We feel that 2004 was a productive and rewarding year for our students and staff. We invite the citizens of Hamilton and Wenham to visit Cutler. We thank you for your continued interest and support in the youth of Hamilton and Wenham.

Winthrop Elementary School

Martha D. Cesarz, Principal

There are 367 students enrolled at the Winthrop School. The enrollment has remained constant over the last few years. With the community support for the school budget, instructional programs were funded at the elementary level resulting in few staff changes at the Winthrop School. New staff hired this year due to retirements or resignations included Kristen Morgese, grade three teacher, Frank Cirina, Head Custodian, and Bob Bosse, Custodian, Jan Lee, adjustment counselor and Diane Rhatigan, an LPN.

Through the generosity of "Pro Musica", all grade four and five children who wished to participate in chorus did so without a user fee. In the spring, a district-wide elementary committee was formed to develop a new report card. The committee met frequently throughout the summer to study feedback from teachers and parents as well as to study research on assessment. The new report card was piloted to assess children's progress during the year. The Report Card Committee will use feedback from parents and teachers so a final report card can be adopted for full implementation in September, 2005.

All staff development programs offered this year were grant-funded with a large portion of training at elementary level funded by a grant from the Hamilton-Wenham Education Fund. Teachers continued training in the "Responsive Classroom" where they learned a variety of instructional practices to build a stronger sense of community in classrooms and to teach children to be responsible for their actions and learning. Teachers also participated in training through Tufts University to implement guided reading and writing.

Each year, the Friends of Winthrop School support the school with fundraising and by planning family activities. This year they funded a residency program with "Poetry Alive" and a school-wide fieldtrip to the opera to enrich the school theme of "Once Upon A Time at Winthrop School". Debra Brown and Lisa Robinson headed the Friends this year and planned new ways to involve parents in school and to raise money. Tish Rodde, with the help of many parents, organized another successful December Holiday Boutique which is the major fundraiser at the school. A parent, Robin Sears, transformed the school into "A Peaceable Kingdom" with an exquisite mural painted on the school's front windows. The Friends also funded the replacement of the stage curtain and the installation of a new sound system along with cultural arts' programs and enrichment materials. Of particular note this year are the efforts of Charlotte Lidrbauch who formed a "Beautification Committee" to organize a Saturday clean-up that involved planting, pruning, and painting. Their efforts have made a huge difference in the appearance of our school.

Winthrop School teachers are eager, motivated, and responsive. Working with parents makes Winthrop School a very special place where children can be successful in their learning. We know that that this could not happen without the support of the towns of Hamilton and Wenham. Winthrop School thanks the community for its continued support and invites all to visit the school to see what makes it a special place to be.

Miles River Middle School

Janice C. DeSantis, Principal

The 2004 school year began the partial restoration of program reductions and eliminations. A five-year plan was developed to restore our curriculum and instructional programs to the standards our school district upheld in 2001 which positively impact all aspects of middle school life including programming for students, teacher retention, and affirmation that our communities value excellence in education.

Our Technology Education (T.E.) program was partially restored after being eliminated. The previous lack of this program was noted when students could not answer MCAS questions related to Technology Education. The T.E. program is now offered to all students in the middle school.

Our Foreign Language program was also partially restored. Although the French language was eliminated, all middle school students received Spanish instruction. Three classroom sets of new Spanish textbooks and support materials were purchased. Plans to continue the restoration of our foreign language program and the purchasing of additional textbooks have been developed for future budgets.

The eighth grade math program was augmented with the purchase of new math textbooks that replaced 13 year old texts that were not aligned with the Massachusetts math framework. Also, graphing calculators were purchased to strengthen our math instructional strategies.

With only one counselor to service 509 students, our school community was elated to have the restoration of a full-time school psychologist position. The school psychologist offered social skills groups required for students on individual education plans, helped to support students returning from outside placements and completed all the evaluations for special education assessments.

Also, a new position, behavior specialist, was added to our service delivery programs. This position was recommended as a need by outside evaluations for several years. With the implementation of this position, some students in outside placements were able to return to Miles River Middle School for their education. The tuition costs for these outside placements were used to fund this new position. The behavior specialist supports a variety of children who have challenging social and emotional needs.

The Massachusetts Department of Education (D.O.E.) revised the history and social studies curriculum for middle schools. Therefore, our social studies teachers worked during the summer and after school to develop a geography program aligned with the frameworks and to select current instructional materials to support the program implementation for FY 2005.

Lisa Alexander, assistant principal, moved to another school system. Her successor, Christy Hall, joined our school community this fall. Ms. Hall is a doctoral candidate and previously served as an interim assistant principal.

The Miles River Middle School community thanks the citizens of Hamilton-Wenham for their support and invites you to visit our middle school.

MILES RIVER MIDDLE SCHOOL GRADE EIGHT GRADUATES

Daniel Agocs
 Alexander Atwater
 Jacqueline Barthelmes
 Niles Batchelder
 Adrienne Belleau
 Dale Bishop
 Patrick Blais
 Molly Boal
 Roland Bradshaw
 Rebecca Bridger
 Joseph Brislin
 Hannah Bromfield
 Christina Brown
 Mark Buckler
 Robert Burnham
 Lindsay Camerer
 Edward Camuso, Jr.
 Matthew Carozzi
 Harrison Carr
 Rachel Carr
 Bryan Cauley
 Katharine Chamberlin
 Jake Cotter
 Samantha Crabb
 Adam Crossley
 Julia Croyle
 Daniel Curran
 Kenneth Curran
 Elise D'Ambrosio
 Lindsay Davis
 Michael Davis
 Laura DeBlock
 Caroline DeFelice
 Suzanne DeFelice
 Matthew DePiero
 Jaclyn DiChiara
 Julie Doughty
 Thomas Drinkwater
 Margaret Druschel
 Alicia Duca
 Kayleigh Dunn

Paige Durgin
 Honora Einhorn
 Carley Elder
 Tabitha Eldridge
 Jenny Esdale
 Brittney Evans
 Kristen Fales
 Rosemary Farrell
 Jackson Fields
 Julia Fields
 Alison Flores
 Teri Ford
 Timothy Ford
 Eden Forman
 Lucy Frye
 Jonathan Godin
 Lindsay Gonsiorowski
 Jeffrey Goodrich
 Neal Goodwin
 Ryan Goodwin
 Jordan Grillo
 Nina Gross
 Crystel Hamel
 Marcus Hanna
 Ryan Hanna
 Nicole Hanson
 Chantal Hart
 Brian Heitz
 Emily Helming
 Kelly Hendrickson
 John Hession
 Molly Horn
 Joseph Hoyle
 Louis Hughes
 Rebecca Jack
 Anna Jackson
 Joshua Janssen
 Alexander Johnson
 Stephanie Jones
 Trevor Jones
 Charlotte Karrlson-Willis

Daniel Katz
 Julia Katz
 Megan Katz
 August Kowski
 Kathryn Keegan
 Meghan Kelley
 Michael Kennedy
 Thomas Kinsman
 Emily Kopp
 Adam Kulhavy
 Keir Lee-Barber
 Meredith Lyon
 Xiaonan Ma
 Peter MacKenna
 Jared Maddern
 Nathan Masterson
 Jesse McElvain
 Andrew McGrath
 Dana McGrath
 David Moffat
 Sherilyn Moniz
 Helen Monroe
 Colby Morgan
 Eleanor Morley
 Alexa Mullin
 Kathryn Murdoch
 Gillian Murphy
 Riley Nickerson
 Kelsey Norwood
 Gabriel Pacione
 Christien Parello
 Cassie Penta
 Courtney Perkins
 Taylor Pessin
 Devon Pierro
 Charles Pilkanis
 Lexy Pingree
 Mihika Pradhan
 Johanna Purdy
 Joshua Rice
 Hilary Richard

Brittany Richmond
 Olivia Rodes
 Alyssa Roehr
 Jaclyn Rosenberg
 Isaiah Rotondi-Gray
 Morgan Russell
 Hailey Sawyer
 Josie Scarpa
 Devon Scuteri
 Benjamin Senning
 Ellen Sexton
 Rebecca Shedden
 Robin Shepherd
 Stephanie Sheppard
 Cindy Sherman
 Olivia Shiland
 Jackson Shlopak
 Ashley Sponberg
 Alexandra St. Pierre
 Nikko Stevens
 Matthew Stewart
 Paul Sullivan
 Kevin Sun
 Welsey Surette
 Deborah Tam
 Derek Tanch
 Kimberly Tetreault
 Joel Trunfio
 Sean Verrington
 Vanessa Vitale
 Benjamin von Staats
 Emily Wallick
 Michael Walton
 Jeffrey White
 Jesse-Lynn Willwerth
 Matthew Wilson
 James Wolcott
 Evan Yu
 Dawn Zampell
 Michael Zheng

HAMILTON-WENHAM REGIONAL HIGH SCHOOL

Robert M. Krol, Principal

I am indeed fortunate to be writing my first town report as the new principal of the high school. I continue to be impressed with the quality of educators serving the families of Hamilton-Wenham. One of our faculty Mr. Kevin O'Reilly, social studies department chair won national recognition winning the prestigious Grand Prize NASDAQ Teachers Award for Economics.

Individuals who have retired from dedicated service at the end of the school year included Dr. Kalil Boghdan, science department chair, Mr. Steve Sawyer, math teacher, Mr. Charles Clair, guidance department chair, Ms. Virginia Sykes, English teacher, and Ms. Jean Jones, school adjustment counselor. They provided our students with a rich and meaningful learning experience.

Our students continue to excel in their daily academic endeavors, and in national and state testing. Our students' performance on the Scholastic Aptitude Testing, Advanced Placement, and MCAS are well above national and state averages. 81% of the class continued their education at 4-year colleges, with an additional 12% continuing at two-year and post secondary schools. We are also proud of our students serving in the military and those starting their careers in the workforce.

Students continue to be active in co-curricular activities with well over 150 students taking part in the annual science and history fairs. Three juniors continued on in the history fair competition to win first place in the group media project on the National level. Over 200 students were involved throughout the year in various clubs and activities.

Our art, music, and drama students continue to distinguish themselves. Several students won Boston Globe Key Awards, and Drama Guild Awards at the One-Act Festival. Seventeen students were selected to District band and chorus. A junior was selected to the Massachusetts All-State Band.

In addition, our choral students continue to conduct the Brown Bag Concert Series at the Community House throughout the year.

Our athletic teams competed successfully in all three seasons finishing first in football, and for the second straight year first as Cape Ann League Swimming Champions. Our girls' basketball team played in the state semi-finals. The participation rates in athletics included over 300 students in fall sports and over 200 students in both the winter and spring seasons.

The support of our parent groups continues to be outstanding. The Friends of the High School, the various booster clubs, and the Sports and Activities Alliance enriched our students' lives.

HAMILTON-WENHAM REGIONAL HIGH SCHOOL CLASS OF 2004 GRADUATES

Amy Ahearn
Casey Lee Anderson
Jonathan Peter Andreas
Katherine Mary Aristizabal
Nicholas Dean Asadorian
Whitney Elizabeth Beauregard
Brandon Dennis Benton
Logan Garrett Bert
Parker Russell Bert
Megan Frantz Bishop
Laura Prince Blanchard
Samantha Jacqueline Bond
Filip Andrzej Borkiewicz
Eric Scott Brooks
Laurel Felton Brown
Trevor Michael Burke
Katlyn Ann Burnham
Craig Jordan Bybee
Malcolm Winget Bybee
Jon Lyric Gordon Bynoe
Joel Scott Camacho
Elizabeth Babbitt Camerer
Garrett Michael Carr
James Robert Carr
Shaun Robert Carrick
Michael Joshua Chandler
Ashley Marie Chapman
Andrea Berkeley Chivakos
Remington Alonzo Clark, IV
Phoebe Beardsley Cole
Eliza Lincoln Congdon
Zachary Adam Connor
Allison Lindsey Cox
Samantha Nicole Crossley
Hilary Kathleen Davis
Emily Giles Decatur
Jacob Max DeGroot
Erica Michael Doane
Mark William Dorman
Krystin Marie Dragonetti
Meridith VanNess Duca
Timothy Joseph Duffy
Lindsay Elaine Duncan
William Samuel Einhorn
Heather Elizabeth Evans
Evelyn Ann Falasca
Margaret Charlotte Farwell
Rachel Ann Fearon
Michael Wayne Fitzgerald, Jr.
Meghan Elizabeth Flynn
Jonathan Norman Fontaine
Molly Elizabeth Ford
Marcus Andrew Frerk
Samantha Marie Frontiera
Tatum Margaret Fumari
Nicolle Jeannine Gagne
Darren Richard Gallant
Ashlee Joan Gansenberg
Alexandra Leary Gatti

Terri Renee Gaudenzi
Vanessa Rose Gentleman
Lindsay Marie Girard Nicholas
Steven Govednik
Katherine Elizabeth Graves
Scott Xiao Guo
Brittany Constance Gwinn
Christopher James Hamilton
Audrey Rose Harkness
William Anthony Harris
Leandra Marie Harrison
Traquis Alan Hart
Sarah Lindsay Hartley
Ellen Rose Heerlein
Jordan Scott Henderson
Catherine Craig Henkels
Ryan Emerson Herrick
Stephen Crispin Herrick
Joshua Bartell Hersey
Rosalie Frances Hezekiah
Cedric Thomas Hill
Richard Lepnis Hoffman
Ryan James Hussey
Edward Charles Ireland
Torrie Wilbert Jackson
Jeffrey Andrew Jensen
Aaron Walcott Jermain
Adam Thomas Johnson
Carl Michael Johnson
Kayla Paige Jutras
Robert Siebert Karpp, Jr.
Whitney Deming Kent
Ryan Caves Kiehl
Keith Jai Ketcham
Caroline Patricia King
Justin Myles Knope
Andrew Dean Kulhavy
Alyssa DeHaven Landry
Ashley Alyssa Lantych
Joshua Curtis Lear
Ryan Thomas Lee
Steven Charles Mackey
Nicholas Sorenson Maddem
Nicole Lynn Malatesta
Katelyn Rebecca Malio
Brittney Michon Malioneck
Tyler Russell Maltbie
Peter Thomas Marcotte
Caitlin Elizabeth Marques
Joel Unsworth Martinez
John Philip Masterson
Jordan David Maurand
Melissa Roxane May
Lindsay Marie Mazzetta
Molly Pingree McCormick
Daniel Fredrick McGahey
Jonathan Joseph McKenna
Jessica Baker McKenzie
Carolyn Miles McNamara

Lauren Ann Mears
Kristin Ann Mercurio
Courtenay Elizabeth Moore
Christie Ann Morin
Shelby Marie Morrison
Jacqueline Page Murphy
Andrew Fraser Naugler
Katherine Marie Nolan
Pamela Michelle Nordin
Victoria Adelaide O'Neill
Tristan Amanda Parady
Ashley Rose Perkins
Caroline Mann Plitt
Emily Forrester Popp
Rosemary Bernette Poppe
Emma Louise Postlethwaite
Benjamin Thomas Prieur
Michele Lauren Puopolo
Shana Lee Quince
Shane Joseph Radcliff
Katherine Elizabeth Reid
Danelle Rose Ribok
Paul Lloyd Ricker, Jr.
Stephen Alexander Roth
Brittany Allison Ryan
Michael Richard Salandrea
Aleia Rose Salvati
Nicholas John Sartell
Bethany Jeanne Saulnier
Heather Laren Sawyer
Alisson Jean Scahill
Ellen Theresa Scannell
Kate Marie Shamsuddin
Bryan Shields
Christopher Andrew ShLika
Taylor Chase Simons
Luke Sierks Smith
Elizabeth Carolyn Smolik
Brett Cody Snavelly
Ian Robert St. Pierre
Elizabeth Dykeman Stokely
Rachael Pauline Stone
Ryan Gerald Sullivan
Thayer Elizabeth Surette
Kelsey Jayne Tam
Andrew Jonathan Taylor
Matthew Charles Tefft
Kyle Lee Tilley
Theodore James Tomich
Jonathan Matthew Twomey
Kurt Volker
Scott Richard Weissman
Emily Patience Welbourn
John Connor Westfall
Timothy Robert Whalen
Anne Abbot Wingate
Chris Austin Woods
William Francis Wright-McDonald
Dustin Arthur Zuch

NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT

Wenham Representative

Mr. William O. Nichols

Merger Study

In December the Senate and House of Representatives unanimously voted on Chap 463 of the Acts of 2004 which calls for the merger of North Shore Regional Vocational School District and Essex Agricultural School. The legislation requires a positive vote of 75 % of the communities to join the "new" district and construct a new school on the Essex Aggie campus. A recently named temporary oversight board will oversee all aspects of the planning and construction of the new school. The oversight board will consist of members of the North Shore School Committee, Essex Agricultural's Board of Trustees and a representative from Danvers and Peabody.

Administration

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

Enrollment

Student enrollment as of October 1, 2004 was 459. Students cite the interpersonal relationships with teachers, counselors, and administration, and the vocational programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the library and the cafeteria. In addition, an auditorium is needed.

Students participate in programs in Automotive Technology, Carpentry, Commercial Art, Collision Repair, Cosmetology, Culinary Arts, Information Systems Technology, Graphic Arts, Health Technology, Machine Technology, Marketing and Information Systems and Masonry. In addition, our Job Skills Training, a special education program, also encourages inclusion into many of the technical/vocational areas.

Curriculum

The new courses added to the Mathematics Curriculum last year have grown this year. There are two sections of 11th grade Integrated Mathematics, a course for those who have had some level of algebra and geometry but who need more experience before moving on, or who may need further preparation for the MCAS mathematics test. The new 12th grade course in Discrete Mathematics continues to develop, as was hoped, into a mainstay of the upper level curriculum. This year's class is a strong, healthy group of 16 students, all of whom have completed Algebra II and most of whom have college aspirations. This class is an active, creative experience which is a departure from the routine mathematics curriculum, and

the students appear to truly enjoy the class. Weekly use of the wireless laptops continues to be a central part of the curriculum. MCAS mathematics test scores continue to improve. Students who took the test for the first time in May, 2004, improved the passing rates yet again: 68% (2002), 75% (2003), and 82% (2004). Also importantly, students scoring in the higher score bands continued to increase: 27% Proficient and an impressive 12% Advanced. The improvement in the pass/fail ratio can be attributed to the hard work of teachers and students in the 9th and 10th grade MCAS Prep classes. The achievement on the higher end reflects the efforts of students and teachers in the upper level mathematics classes. Only one senior has yet to pass the test.

The Mathematics Team continues to grow in popularity. There continues to be more interest in the teams that compete in the vocational school mathematics competition, especially among the younger students. North Shore Tech also continued its success at the state SkillsUSA Related Technical Mathematics competition, with a student narrowly missing a bronze medal last spring. He will return this year in the hope of scoring higher. Competition is keen for others to participate in this event also.

The 10th grade science curriculum is undergoing yet another substantive revision for the 2005-06 school year. Based upon the original Curriculum Frameworks and the underlying national standards, an Integrated Science curriculum was put in place in 1998. In subsequent years, the state field-tested an integrated science test, as well as subject-specific tests. Recently, the integrated test was abandoned. Since students will be expected to take MCAS science tests in either biology or physics, we must, reluctantly, adapt our curriculum to match the expectations of the testing program. Beginning in 2005-06, 10th graders must select either a course in biology or physical science. The 9th grade curriculum will continue to be a broad spectrum integrated program in order to ensure at least minimal exposure of students to all areas of science.

Essential Strategies, formerly called MCAS Prep, are required classes for all ninth grade students. Tenth graders who fall below grade level in the reading test will also be assigned to the essential strategies course. This ensures that all students receive adequate preparation for the state test. The results from the 2004 test saw an increase in the proficient category; in 2003, 35% of students achieved proficient, while in 2004, 45% of students achieved proficient.

Teachers in the English Department continue to access the present curriculum, through regular meetings, and discussions. Teachers attend workshops and conferences on the use of technology in English classes, as well as on other pertinent educational issues. Teachers continue to formulate guidelines for the adoption of portfolios, with an emphasis on both short and long writing assignments. As part of an overall review of department standards, teachers are assigning more outside reading at all grade levels. Teachers continue to analyze the most recent MCAS scores as a means of determining weak areas in the curriculum. Honors English classes continue at each grade level with higher expectations and more in-depth study of the material. Teachers work closely with seniors to develop college essays as well as resume writing skills.

The Social Studies Department continues to work on the new standards for their discipline. The teachers have met to address the new state guidelines, analyze the current curriculum, and formulate new curriculum. Teachers have begun to integrate the new curriculum this year.

The foundation of the Title I program is a fifteen (15) station computer lab dedicated to utilizing a variety of software to help students to improve their reading, math and writing skills. The software library

includes curriculum materials that range from grade 1 to post high school, an ESL program, and a SAT vocabulary review. Each student's academic history is evaluated. Reading records, standardized test scores, grades, and parent/teacher recommendations are reviewed. Individualized programs are developed to strengthen areas of weakness in spelling, comprehension, grammar, writing, and basic mathematics. In addition to the work completed on the computer, students are assigned independent and guided reading assignments. Students are required to read independently. High interest books written at reading levels from grade 1.0 – post high school are assigned. Students are serviced by a certified reading instructor and a paraprofessional. Various forms of assistive technology are being introduced to create an interest in reading. The tutorial and small group instruction format has resulted in raising students' reading and comprehension levels significantly.

MCAS Review

The Massachusetts Department of Education awarded Grant #632 to North Shore Technical High School to assist those Junior and Senior students who have not yet reached the minimum score on the Math and/or English/Language Arts MCAS. Our academic teachers set up review classes after school two days a week for mathematics and two days a week for English. The review sessions had four students in each group and they met every week from September until the November Retest date. The small teacher/student ratio allowed individual attention in those areas needing remediation. The instructors did an item analysis of their students' previous MCAS test to pinpoint areas of weakness. Our two twelfth graders were, additionally, tutored by the Mathematics Department Coordinator during his preparation period during the school day.

Each student took the MCAS Retest during the week of November 15, 2004 and the results will be sent to the school approximately January 1, 2005. Those students who need additional assistance will be tutored for the second retest in March of 2005. We sincerely hope that all of our students will successfully complete both segments of the MCAS this school year.

School Council

The School Council is an organization of faculty, parents, students and business community representatives who meet with the Principal on a monthly basis to review programs and activities at North Shore Tech. The Council examines the school budget, student handbook and extra curricular activities. They advise the Principal and suggest changes in programs and curriculum. During the meetings the Council hears from school staff members who present information about specific areas of instruction or school activities. The School Council's members are very active throughout the school year and have strongly supported our "Up All Night" graduation celebration for the past four years.

General and Program Advisory Committees

Twice a year each vocational/technical program has a meeting to discuss suggestions for revisions and updates of equipment and curriculum. The advisory committees include representatives of local business and industry related to each vocational craft. At the meetings instructors of our vocational/technical programs seek suggestions as to how to improve their programs to better prepare our students to enter the workforce in their career area. These meetings are beneficial in keeping our school aware of the latest innovations, equipment and technology used in industry.

The General Advisory Committee consists of one member from each of the Program Advisory Committees and the school Principal. This committee makes recommendations to improve industrial standards in each vocational program to the North Shore Tech School Committee. At the October 2004 meeting the General Advisory Committee made a commitment to review Chapter 74 (Massachusetts Vocational School Laws), the new state regulations on Advisory Committees and to report to the School Committee during the May 2005 meeting. General Advisory Committee Chairman John Alden also volunteered to work with Superintendent O'Malley and the Merger Committee to assist, in any way needed, with the process of developing and constructing the new school.

Other Programs Offered

A. Vocational -- Service Cluster

1. Cosmetology
2. Culinary Arts
3. Graphics Arts
4. Health Tech
5. Marketing

B. Vocational – Technical Cluster

1. Carpentry/Masonry
2. Automotive/Collision Repair
3. Machine Technology
4. Information Systems Technology
5. Technology

Ann O'Malley
Superintendent

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Credits

Other Photos Courtesy of Bill McKenzie



TOWN OF WENHAM

County of Essex

MASSACHUSETTS

Wenham - Incorporated 1643

(First Town set off from Salem)

Population – 5075

Area: 8.21 Square Miles

ZONING BYLAWS

First Adopted 1947

Present Minimum Lot Size: 40,000 sq. ft.; 170 ft. Frontage

Building, Electrical, Plumbing and Health Regulations require permits
for new construction and alterations.

ASSESSOR'S OFFICE	468-5524
BOARD OF HEALTH	468-5522
CONSERVATION COMMISSION	468-5526
EMERGENCY - FIRE OR POLICE	911
(for exchanges other than 468)	468-4421
FINANCE DIRECTOR	468-5521
FIRE PREVENTION OFFICER (non-emergency)	468-5508
INSPECTOR'S OFFICE - Building, Electrical, Gas & Plumbing	468-5522
LIBRARY	468-5527
POLICE DEPARTMENT (non-emergency)	468-4000
SELECTMEN'S OFFICE	468-5522
TOWN ADMINISTRATOR	468-5522
TOWN CLERK	468-5520
TOWN ACCOUNTANT	468-5521
TREASURER/COLLECTOR	468-5525

TOWN HALL OFFICE HOURS

Monday - Wednesday - Thursday	9:00 - 4:30 P.M.
Friday	9:00 - 1:00 P.M.
Tuesday	9:00 - 7:00 P.M.

SELECTMEN MEET TUESDAY AT 7:30 P.M.

ANNUAL TOWN MEETING DAY - FIRST SATURDAY IN MAY